

Job Description

POSITION DETAILS			
Functional Designation	SBU-Legal	Department	Legal
Sub Department	Branch legal	HR Grade	Assistant Manager/DM
Location		Reporting Manager	Zonal Legal Manager/State Legal Manager
Job Purpose			
The key purpose of the position is to Legal Officer for the location Patna under State of Bihar and look after all legal cases ,based out of Bihar in safeguard Company's legal interest and would provide the necessary legal support on designate areas. Reporting to State Legal Manager (SLM)			
Principal Accountabilities			
Accountabilities	Key Performance Indicators		
Exposure on Civil & Criminal Litigation	<ul style="list-style-type: none"> Should have exposure of C.P.C. Civil litigation including Arbitration proceedings, Actions under Specific Relief Act both at High Court and Lower Court, Money suits, Execution of Decree, Interim relief's both at High Courts and Lower Courts etc. Good practical knowledge in SARFAESI Should be exposed to Cr.P.C. and various criminal actions under Negotiable Instruments Act and under various provision of IPC. Must be innovative and aggressive in executing actions to create pressure on the customers. 		
Police & Administration	<ul style="list-style-type: none"> Should have experience in dealing with Police and Administration. Post repossession hassles and any other criminal cases against employees 		
Usage of Legal tools for Recovery	<ul style="list-style-type: none"> Should be conversant with using various legal tools to strategize recovery of dues from the customers. Should have dealt with legal cases relating to recovery of both secured and unsecured products 		
Consumer forum / Criminal cases	<ul style="list-style-type: none"> Should be well conversant in dealing with high numbers of consumer forum courts and criminal cases initiated against company, any of its director and employees, at all levels 		
Close interaction with Recovery Team	<ul style="list-style-type: none"> Experience in closely interacting with recovery team and in supporting recovery efforts. Creating and providing various legal tools to Collections support for Executing legal tools and Joint Customer visit in Critical and High ODPOS cases 		
Others	<ul style="list-style-type: none"> Liaise with Solicitors and outstation advocates and attend to all civil and criminal litigation including matters Quasi-judicial authorities Drafting of replies to legal notice, consumer complaints, Ombudsman complaints, pleadings, affidavits etc. Providing support in redressal of consumer complaints 		

Job Description

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| | <ul style="list-style-type: none">• Maintain the litigation deck for the Company• Ensure compliance with the Legal Policy. |
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Desired Profile

- LLB,
- 3 + years of experience in legal, preferably 2 years' experience in NBFC or Bank
- Should have handled / had exposure to resolve crisis & critical matters
- Proven ability to delicately solve sensitive matters
- Legal Skills, drafting and vetting of Court / legal Documents.
- Excellent conceptual and analytical skills – Should possess ability to understand legal, business dynamics and processes.
- Should have strong ability to interpret laws and regulations and apply the same to complex issues.
- Self-starter & Good knowledge in XL and reporting
- Pro-active
- Decisive
- Business oriented