



Position: Executive Law Officer (Grade IV)

Minimum Qualification	Post Qualification Experience	Max. Age (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none"> LLB 	Minimum 5 years	38	<ul style="list-style-type: none"> Contract Management To ensure prompt action and active follow up in respect of timely implementation of Court Orders passed in company's court cases. To arrange meetings with Advocates on Panel on daily basis to follow up court cases and discuss about progress of proceedings. To attend in house meetings as representative of legal department to negotiate and settle the dispute with the consumers as and when required. To provide guidance and help to the Law Officers on complex issues involved in court cases. To ensure reply of official queries raised by internal departments/counsel/legal forums. To provide effective legal support in the matters pertain to disposal of Court Notices/Summons/Legal Notices etc. To manage Arbitration Proceedings and prepare note for approval from Management for appointment of Arbitrator on company's behalf etc. To provide legal assistance to I/C (Legal) on day to day matters. To correspond with other departments of Head Office as well as of the Regional offices. To monitor the performance of all Advocates on company's approved panel. To attend High Courts as company's representative in important court cases as and when required. Draft, review and prioritize correspondence and other documents as marked by I/C Legal. To undertake such general litigation work as assigned from time to time by I/C Legal.

Essential Skill Requirements:

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Team Player