

Manager (Legal & Corporate Affairs),

1. Qualification:

- B.A. L.L.B.
- Age: 30 to 45 years.

2. Experience:

- 5 years experience post qualification.

3. Eligibility:

- Candidate needs to have qualified graduation or post-graduation in Law (LLB or LLM) from a recognized institution or university. A candidate must have registered with Bar Council of India as an Advocate and 5 years of working experience of legal works in any Company/Firm/Court.

4. Job Requirements:

- i) Work with and provide advice to all departments for a purpose of ensuring Associations operations in compliance with applicable laws and regulations and consistency with corporate policies and procedures.
- ii) Cooperate with internal departments and procure relevant licenses, manage/coordinate with different State Departments.
- iii) All legal matters internally & externally.
- iv) Provide positive and effective suggestions and solutions for issues and crisis to higher management, lead and engage relevant departments to cooperate in joint efforts, make efficient and timely communication to government branches, to make sure the issues and crisis bring least impact to the Association.
- v) Make sure to get the newest regulatory or related information come out the proper solution, and update relevant departments or the management on a regular basis.
- vi) Vetting and finalizing of all contracts to be entered by the Association.
- vii) Performance of Contracts.

viii) Labour Laws and performance of Laws viz-a-viz PCA Officials.

ix) Draft replies to all legal notices.

x) To assist Legal Counsels in various PCA Legal matters.

5. The above are not exhaustive but only indicative in nature.