

# Job Description for GM – Corporate Law

<b>JOB ID</b>	CO-LAW-01
<b>Position</b>	General Manager – Corporate Law
<b>Grade</b>	E8
<b>Pay Scale</b>	Rs 120000 -280000
<b>Posting</b>	Delhi NCR
<b>Qualification:</b>	<p><b>Essential:</b> Full time regular Bachelor’s Degree in Law (BL or LL.B.) from Colleges approved by <b>Bar Council of India</b>. <b>Note:</b> Candidates with above Degrees obtained through Distance or part-time education programme or through Correspondence will not be eligible.</p> <p><b>Desirable:</b> Post Graduate Degree/Diploma in Commercial/ Labour/ Taxation Laws</p>
<b>Upper Age</b>	As on 1 <sup>st</sup> January, 2025 (56 Years)
<b>Minimum Experience:</b>	<p><b>Minimum of 26 Years</b> of Post – Qualification Experience in the field. <b>Desirable:</b> Appearance before Courts/Tribunals for a period of <b>7 years</b> as an Advocate enrolled with the Bar Council of India</p>
<b>Experience Requirements: (As on 1<sup>st</sup> Jan, 2025)</b>	<p>The prospective candidate should have <b>26</b> years of post-qualification experience as Legal Practitioner in Hon’ble High Courts / Hon’ble Supreme Court or both courts together conducting cases on behalf of Govt. and/or on behalf of Central PSU/ State PSU.</p> <p style="text-align: center;"><b>OR</b></p> <p>Should have <b>26</b> years of post-qualification experience at a level of Executive / Officer in Legal Department of Central/ State Government / Semi Government/ Public Sector Undertaking/Autonomous Bodies/ Public Sector Banks &amp; Insurance Companies in handling of Arbitration Matters/ Contract Matters / Industrial / Civil / Taxation / Service Matters and must be in the equivalent scale of Pay of Rs 120000 -280000 or with minimum 6 years in the scale of Pay of Rs 100000 -260000</p> <p style="text-align: center;"><b>OR</b></p> <p>Should have <b>26</b> years of post-qualification experience at a level of Executive / Officer and currently heading the Legal Department in a large reputed Industrial Organization in private sector having Turnover of at least Rs 2000 Crores in FY 2023-24 &amp; having an annual CTC of at least 50 Lakhs.</p> <p>The candidate should have knowledge, expertise and rich experience in following areas:</p> <ul style="list-style-type: none"> <li>• Experience in handling high value arbitration matters and formulate effective arbitration strategies including evaluation of legal risks and potential outcomes and offering practical solutions with regards to arbitration proceedings.</li> <li>• Having first-hand experience in handling arbitration under Permanent Machinery of Arbitration regulations, Administrative mechanism of Resolution of Commercial Dispute (AMRCD).</li> <li>• Drafting of petition challenging arbitral award and other related pleadings and applications.</li> <li>• Drafting/scrutinizing /vetting and reviewing of contracts including Tenders, purchase agreements, and other legal documents such as commercial deeds, affidavits, agreements, contracts, indemnity bonds, bank guarantees, consortium &amp; collaboration agreements etc.</li> <li>• Rendering legal opinion/advice on various matters and ability to independently offer legal advice to the management and coordinate with legal counsels in respect of court cases /arbitration proceedings.</li> </ul> <p><b>Note:</b> The Period of experience of practicing in any Bar and /or in District Courts/High Courts equivalent courts as advocate with proper license in any organisation as stated above will be considered as executive experience subject to a limit up to maximum of <b>7</b> years of the total required experience</p>
<b>Desirable Skills:</b>	<ul style="list-style-type: none"> <li>• The candidate should also have excellent leadership qualities and decision-making capability, strong inter-personal and communication skills and must be able to lead a team of Law Professionals with result-oriented approach and commitment to quality and assigned targets.</li> <li>• Should have sound knowledge of Civil / Commercial / Industrial /Labour / Company Laws etc</li> <li>• Experience of working in Legal set up of a Large Manufacturing Setup/ Project Based Organization would be an added advantage.</li> </ul>