

## DEPUTY MANAGER

Sr. No.	Nomenclature of Post	Equivalent to BPS	Job Specification (Qualification & Experience for initial Induction)	Job Descriptions (JDs)
1	Dy. Manager (Legal)	18	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>At least Law Graduate must be registered with Bar Council.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Must have performed as practicing lawyer of corporate affairs &amp; service matter for at least 7 years.</li> </ul> <p>Max Age Limit: 40 Years.</p>	<p>The Dy. Manager (Legal) shall report to Manager (HR &amp; Admn) and be responsible to:</p> <ul style="list-style-type: none"> <li>Pursue and become O.R JPCL court cases on behalf of company.</li> <li>Oversee &amp; manage all litigation of JPCL and coordinate with external lawyers concerning legal cases.</li> <li>Should be able to strongly advocate the Company's objectives/ interests with external stakeholders.</li> <li>Preparing legal notices and their replies.</li> <li>Maintenance of record of Trade Unions, list of office bearers operating in regions/ formations.</li> <li>Any other work assigned by the In-charge officer.</li> </ul>