



Advertisement No. 06/ 2018

अनुबंध आधार पर विधि सहयोगी की आवश्यकता : 2018
Hiring of Legal Associate on Contractual Basis (Full Time) - 2018

December 27, 2018

Small Industries Development Bank of India (SIDBI) invites application from interested candidates for the post of Legal Associate on Contractual basis as detailed below:

A.	Name of the Post	Legal Associate
B.	Type of the Post	Contractual on <u>full time basis</u> .
C.	No. of Posts	2 (Two)
D.	Place of Posting	The Legal Associates will be posted at <u>Lucknow</u> .
E.	Period of Contract	The term of the contract of Legal Associates would initially be for a period of three years , extendable, at sole discretion of the Bank, for a further period of up to two years . The contract can be terminated at one months' notice on either side or salary and allowances (if any) in lieu thereof.
F.	Job Responsibility	The Legal Associate of the Bank will be responsible for the following: a) Liaison with the Advocates in connection with title verification; b) Submission/ scrutiny of title verification reports as per Bank's format; c) Coordinating with Bank's empaneled advocates and providing legal opinion in respect of other related areas as and when sought on an ongoing basis; d) Drafting/ vetting of documents/ deeds/ contracts including plaints/written statement/ petitions/ claims; conveyancing; title investigation;

		<p>e) Supporting the operational functionaries in understanding and mitigating the legal risk in projects/ agreements etc.</p> <p>f) Liaison with the Advocates/ Solicitors, enforcement of securities including under SARFAESI Act;</p> <p>g) Supervision of court cases pending with various courts/ Forums/ Tribunals/ Authorities; and vetting of documents etc. or any other related matter concerning SIDBI.</p> <p>h) Any other work/ responsibility as may be assigned by the Bank from time to time.</p>
G.	Eligibility Criteria	
	a Age limit	Candidates must have completed 25 Years and not more than 35 Years at the date of applying for the post.
	b Educational Qualification	Degree in law (3 years/ 5 years) from a recognized university in India.
	c Experience	Practicing Advocate having minimum 1-2 years of experience. Preference will be given to the candidates having experience in areas of work as mentioned as mentioned at Sl. no. F above.
H.	Remuneration	CTC of `8- `10 Lakh , p.a. based on experience/profile of the candidate. Annual increment, up to 5% of CTC finalised initially, may be considered by the Bank, based on performance. The CTC would, however, not be a limiting factor for a suitable candidate.
I.	Selection Procedure	Selection would be by way of shortlisting and Personal Interview to be held at Lucknow/ Mumbai on a suitable date (to be informed in due course) before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview.
J.	HOW TO APPLY	i. Duly filled in application (in English or Hindi), as per the format available on the Bank's website with a recent passport size photograph pasted thereon and Curriculum Vitae, bearing full signature of the candidate across the

		<p>same with date, should be sent so as to reach the General Manager, Human Resources Vertical (HRV), Small Industries Development Bank of India, MSME Development Centre, Plot No. C-11, 'G' Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051 on or before January 11, 2019_ (Friday). The envelope/ subject of the mail containing the application should bear the superscription "Application for the post of Legal Associate on Contractual Basis".</p> <p>ii. Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark-sheets), work experience, etc, as mentioned in the application form. An application not accompanied by photocopies/ scanned copies (in cases of applied online) of relevant certificate(s) / documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.</p>
<p>K.</p>	<p>Others</p>	<p>i. Candidates, called for interview will be paid to & fro economy class airfare by shortest route in India.</p> <p>ii. Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.</p> <p>iii. Candidates are advised that they should not furnish any particulars or information that are false, tampered/ fabricated or should not suppress any material information while applying for the post.</p> <p>iv. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect</p>

		<p>information or has suppressed any material fact(s), his / her candidature will stand cancelled forthwith. If any of these shortcomings is / are detected even after the appointment, his/her services will be liable to be terminated forthwith.</p> <p>v. Decisions of the Bank in all matters regarding eligibility, selection etc., would be final and binding on the applicants for the post. No representation or correspondence will be entertained by the Bank in this regard. Canvassing in any form will lead to disqualification of candidature.</p> <p>vi. The Bank reserves the right to modify / amend / reverse/ cancel any or all the provisions of hiring process, without assigning any reasons thereof. Depending upon the hiring the Bank reserves the right to cancel / restrict/curtail/enlarge the hiring process, if need so arises, without any further notice and assigning any reason thereof.</p> <p>vii. Further, corrigendum/ addendum if any issued on the above advertisement, will be published only on the Bank's website www.sidbi.in</p>
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