

Legal Officer

Ref. LEG/W/02/2020 (18.11.2020)

Legal Officer in the grade of Senior Consultant Gr. II on a Contract basis for a period of two years.

A. Basic qualifications

1. LLB from a recognized law university
2. Candidate with Company Secretary membership will be an added advantage
3. Minimum 10 years of experience in handling corporate legal matters
4. Previous experience of independently handling in-house legal support in a consultancy company
5. Able to review stage-wise aspects while advising on contracts entered with clients and contractors.
6. Working knowledge of corporate law and service law matters
7. Ability to anticipate legal issues in a contractual arrangement
8. Excellent communication skills, demonstrated ability to think and act quickly
9. Able to communicate legal issues and solutions clearly to the stakeholders
10. Ability to do risk assessments before the tender participation.

B. Job Description

1. Coordinate/ liaison closely with the legal advisors/ advocates on pending/ proposed litigation
2. Preparing and finalizing applications, replies for legal notices and replies to legal notices
3. Representing KITCO in litigations and arbitrations
4. Understanding merit of each pending and proposed litigation
5. Preparing contract checklist to act as SOP for all agreements
6. Ensuring that legal matters are managed properly, efficiently
7. Drafting client, contractors, vendors' agreements and memorandum of understandings.
8. Advising commercial and legal issues and risks in prospective contractual arrangements
9. Resolving contractual queries, claims or complaints arising out of an agreement/ proposed agreement.
10. Appraising applicability of legislation/ significant changes in legislation and case laws that has influence on KITCO
11. Providing legal interpretation of new/upcoming laws, changes impacting Company's business practice, corporate risk and liability
12. Ensuring compliance with the various legislations including labour laws and regulations applicable to KITCO
13. Other legal functions as apprised by the management

C. Remuneration and Perquisites

Grade	Senior Consultant Gr. II
Scale of Pay	63600-2600-79200-3250-108450
Dearness Allowance, calibrated to Government price indices	As per Central Govt. Norms (at present it is 12% of Basic Pay)
HRA	30% of Basic Pay
City Compensatory Allowance	300.00
Conveyance Allowance(if one owns and uses a Four wheeler)	6300.00
Medical Allowance for OPD consultations	1250.00
Reimbursement of subscription for English Newspaper and English Magazine limited to:-	333.00
Company Contribution: To Provident Fund / Pension Fund (as per EPF Act)	12% of Basic + DA
Approximate total emoluments per month at minimum of scale. (Performance related pay, monetized value of other perquisites would be additional)	107043.00

(Total emoluments have been calculated based on the base figure of the scale)

Other benefits*

- Subsidized Lunch Facility
- Mobile facility arranged by the company
- Reimbursement of Hospitalization Expenses covered under Group Medi- claim Policy with Insurance Company
- Gratuity as per Gratuity Act
- Leave Encashment as per Company Rules
- Casual Leave/Sick Leave/ Privilege Leave as per Company Rules
- Performance related pay linked to incentive distribution scheme of KITCO
- Site Allowance as per Company Rules if postings other than Head Office
- Leave Fare Concession as per Company Rules
- Reimbursement of Children Education and Hostel Allowance as per Rule 2BB of the Income Tax Act

***Other benefits" applicability shall vary based on Contract/ permanent posts.*

Note:

1. Remuneration & Perquisites would be decided based on the number of years of relevant work experience.
2. Exceptionally eligible candidates may be considered for additional increments at the time of initial joining.