

Recruitment of Specialist Cadre Executive

1.	Name of the Post	Dy. General Manager(Law) in Top Executive Grade Scale - VI
2.	No. of Posts	One
3.	Nature of job	Regular basis
4.	Age limit (inclusive of all relaxations)	Minimum 40 years and maximum 50 years.
5.	Educational Qualification	Graduate with a degree in Law or a Law Graduate who has passed 05 years integrated Law course from a recognized University in India.
6.	Experience	Minimum 11 years of experience, out of which; a. Minimum 03 years experience as an advocate in any Court in India independently or as a member of a firm of Solicitors in India (after enrolment as an Advocate with the Bar Council) AND b. Minimum 08 years as a Law Officer in any Commercial Bank / Financial Institution out of that minimum 03 years as Chief Manager(Law) or One year as Asst. General Manager (Law) or together 03 years as an Executive(Law).
7.	Remuneration	Equivalent to initial Basic Pay + allowances as applicable for the Executives in TEGS – VI in a Nationalised Bank.
8.	Travelling Allowance	Entitlement of TA/HA and other perquisites will be as per the Bank's rules.
9.	Mode of Selection	The applications received will be shortlisted by a Committee constituted for the purpose on the basis of the academic track record of the candidate, experience and suitability of the candidates, age and other related criteria. The requisite number of shortlisted candidates will be called for Group Discussion and/or Personal Interview for final selection.

JOB DESCRIPTION :

1. Responsible for of all types of Legal matters pertaining to the bank.
2. Handling matters filed against the Bank.
3. Attending courts, forums, tribunals, and statutory bodies.
4. Managing Advocates, having regular reviews & ensuring desired results are obtained.
5. Maintaining the Legal MIS and updating the same with exact feedback.
6. Assisting the Advocates in matters filed against the Bank in High Court, Civil Court, DRT and Consumer Forum and follow up for early legal end.
7. Drafting and vetting of loan documents including Loan Agreement, Deed of Guarantee and Mortgage Deed.
8. Drafting and vetting of Demand Legal Notices, Loan Recall Notices, Standardized Notices and documents issued to customers

9. Drafting and vetting of SARFAESI Notices and replies, advices regarding initiating proceedings under SARFAESI and related aspects.
10. Providing professional and strategic advice to the Senior Management.
11. Contributing to the preparation of Bank's policy and processes as required.
12. Instructing, drafting and briefing external counsels.
13. Briefing and holding conferences with counsels/ Sr. counsels across jurisdictions.
14. Liaising with Law enforcement agencies including Police, RBI, and Enforcement Directorate etc.

Note:

- 1) Bank reserve the right to modify/delete any criteria mentioned above.
- 2) Cut off date for arriving age and experience is 01.01.2015.
- 3) Experience should be post qualification.
- 4) Prescribed application format to be downloaded from Bank's website.
- 5) Duly filled application along with attested Xerox copies of the documents should reach **The Dy. General Manager (P), Syndicate Bank, Personnel Department, Human Resource Development Division, Head Office, Manipal – 576 104, Karnataka on or before 26.03.2015**. Application not submitted in the prescribed format shall be rejected.
- 6) Mere satisfying the eligibility norms do not entitle a candidate to be called for Group Discussion and/or Personal Interview. The Bank reserves the right to reject any application not suiting the Bank's requirements without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfil the eligibility criteria as may be required for the post.
- 7) **Bank also reserves the right to reject any application not suiting the Bank's requirements and cancel/defer the entire process, without assigning any reason whatsoever.**
- 8) All Educational qualifications should be from a recognised Indian University only.
- 9) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udupi.

Date: 02.03.2015

Place: Manipal

Sd/-

GENERAL MANAGER (P)