

Designation	Chief Manager / Manager
Department	Legal Department
Location	Navi Mumbai / Mumbai
Qualification	i) Bachelor's Degree from Govt. recognized University ii) Bachelor's / Master's Degree in Law (LLB / LLM) from Govt. recognized University
Experience	Preferably min. 5-7 years of experience as Manager / Chief Manager / Sr. Manager / such other position at Legal / Recovery Department in handling Legal avenues with any reputed Co-op. Bank / Nationalised / NBFC / any other such relevant Institution.
Age	Below 45 years , however relaxation may be allowed in deserving cases.
Probation	Candidate selected shall be on probation for period of 1 year from date of joining of bank.
Duties & Responsibility	<u>Mortgage Department</u> i) Verification of Title Deeds and related documents of customers offering security as immovable property for credit facilities alongwith any legal opinion thereon. ii) Preparation of documents/deeds, General Power of Attorney, Indemnity Bonds, etc. iii) Verification of Security documents executed by borrowers at branches. iv) Providing inputs & expert opinion on internal legal issues v) Imparting training to knowledge to staff at branches for developments in legal matters and execution of security documents.
	<u>Legal Department</u> i) Drafting, Vetting & Verification of documents of credit facilities (Funded & Non-Funded), vetting of legal agreements (Buy / Sell / Rent / Lease) and documents of premises & various properties. ii) Guidance & inputs in complex legal matters to branches iii) Attending any legal cases before various courts like DRT, District Court, NCLT, DM/ Police or any other such court where case relating to Bank may persist. iv) Follow-up of cases entrusted to advocates in respect of suit filed by bank or against the bank. v) Reviewing the performance of Advocates regarding the cases entrusted to them & report to G.M. - Legal Department from time to time.

*** Selection of candidate will be based on past experience & performance in interview, relaxations may be considered in age or qualification criteria if candidate found suitable for the post.**