

## **Job Description of Assistant Manager**

Function	Legal
Job Designation	Assistant Manager
Job Role	AM - Legal
Location	Head Office - Bengaluru
No. of Opening	01

### **# Duties/Responsibilities**

- Issuing legal notices to Self-Help Groups (SHGs), Joint Liability Groups (JLGs), Small Lending Institutions (SLIs), and Business Correspondents (B&DCs) in coordination with the departments. Leave Management and approval authority of the leaves taken by employees of branch.
- Preparing and ensuring timely submission of legal notices across all verticals.
- Providing regular updates on the status of ongoing cases and hearings.
- Coordinating with legal consultants for case hearings, filing, and representation.
- Preparation data for filing fresh civil/criminal cases as required.
- Representing NABFINS in various cases and liaising with legal consultants or authorized representatives.
- Preparing and submitting board notes with the latest updates on legal matters.
- Conducting Lok Adalat cases and Following up on after obtaining decrees for recoveries.
- Filing Execution Petitions wherever necessary.
- Monitoring and providing regular updates on cases filed at Chittoor and other jurisdictions.
- Presenting and verifying legal consultancy bills for approval.
- Drafting and renewing legal consultancy agreements promptly.
- Obtaining legal opinions for cases referred by other departments.
- Ensuring the upkeep, safety, and security of legal files and documents.

### **# Required Skills/Knowledge**

- Must be well-versed with the local language Hindi and English
- Must have a working knowledge of Microsoft Excel, Word
- Driver's License and Two Wheeler is a must

### **# Education and Experience**

- Education: Preferably LLB graduate and above
- Candidate with 3 to 4 years of work experience of Law