

INSTITUTE OF BANKING PERSONNEL SELECTION

INVITES APPLICATIONS FOR

Post Name: – MANAGER LEGAL

NO. OF VACANCIES: – 01

1) SALARY : – NEGOTIABLE

Candidates may mention in their application the **last salary drawn and salary expected.**

2) Educational Qualification (as on 01/02/2014) :

Essential : Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrolment as an Advocate with a minimum of 50% marks or equivalent.

Desirable :

- (i) Bachelor's Degree in Law with 60% marks or equivalent or Master's Degree in law
- (ii) Proficiency in computer applications.

3) OTHER ELIGIBILITY CRITERIA AS ON 1ST February 2014

- (i) The incumbent's age should not be more than **62 years as on 01.02.2014.**
- (ii) At least Five years' experience as a Law Officer in the Legal Department of a Public sector bank.

Desirable: Knowledge of Company Law, Labour Law and Constitutional Law and experience in drafting of pleadings and documents and handling RTI matters.

- (iii) His/ her integrity should not have been doubtful during his/her service.
- (iv) No punishment/penalty should have been inflicted on him/her during his service.
- (v) Cases of CBI or other law enforcement agencies should not be pending against him/her.

4) TERMS OF APPOINTMENT

Appointment will be on contract basis. The initial contract would be for a period of 2 years which may be renewed subsequently subject to his/her continued good performance and physical fitness.

5) **JOB PROFILE, ROLE & RESPONSIBILITIES**

- (i) Dealing with references on legal issues
- (ii) Preparing initial drafts of legislation administered/to be administered by the Institute
- (iii) Preparation of drafts of pleadings and comprehensive instructions/briefs to counsel in connection with litigation involving the Institute
- (iv) Handling RTI matters, replying to candidate's queries
- (v) Any other work assigned by the Institute

6) **HOW TO APPLY:** – Interested candidates who are meeting with above mentioned eligibility criteria as on 1st February 2014 only may forward their applications giving details of job experience, **salary drawn & expected** on plain paper **in attached format** along with attested Xerox copies of all necessary documents to

**The General Manager
Institute of Banking Personnel Selection,
IBPS House, Plot No.166,
90 ft DP Road, Off Western Express High way,
Kandivali (East), Mumbai 400 101**

Last date of receipt of application: 10/02/2014 upto 5.00 pm.

- **Application received after this date and time will be summarily rejected.**
- **Application not in the prescribed format and /or without necessary documents will be rejected.**
- **IBPS reserves the right to reject applications of any or all the candidates without assigning any reason.**

Please Note:

- **The person who are in service need not apply.**
- **The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.**
- **Send your application only through the post or courier. Hand Delivery will not be Accepted.**

7) Selection will be made by a committee and such selection will be Final.

Applicants must super-scribe “Application for the post of LAW OFFICER / MANAGER LEGAL” on the top of the upper part of the sealed envelope containing the application.

4. In case of retired persons,

4.1 Date of retirement

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(DD/MM/YYYY) :

4.2 Post held at the time of retirement : _____

4.3 Name of the BANK From Where Retired _____

4.4 No. Of years of service : _____

5. Candidate's address

Permanent Address :

(IN BOLCK LETTERS) _____

Dist. _____

State _____

PIN CODE

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Email ID _____

Correspondence Address :

(IN BOLCK LETTERS) _____

Dist. _____

State _____

PIN CODE

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Email ID _____

8. Salary Drawn : Rs. _____

Compensation Expected : Rs. _____

9. References :

1. Name : _____

Address :

PINCODE : _____

Telephone Number (with STD code) : _____

Mobile Number : _____, _____

EMAIL ID : _____

2. Name : _____

Address :

PINCODE : _____

Telephone Number (with STD code) : _____

Mobile Number : _____, _____

EMAIL ID : _____

9. Declaration:

I hereby declare that

- (i) No punishment / penalty was inflicted on me during five years of my service in the any organisation preceding my retirement.
- (ii) No case of CBI or any other Law Enforcement Agency is pending against me
and
- (iii) I am physically fit to carry out duties of the Manager Legal.

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incomplete at any stage or my not satisfying any of the eligibility criteria according to Institute Of Banking Personnel Selection , my candidature is liable to be cancelled.

Place: _____

Signature: _____

Date: _____

Name of the candidate: _____

(in block letters)