

Job Description

Assistant Director - Legal

Name of the Position	AD – Legal						
Location	State Health Society, Bihar, Patna						
No. of Vacancies : 01(One)							
No. of vacancies	Unreserved	EWS	MBC	BC	SC	ST	WBC
01	01	0	0	0	0	0	0
Maximum Age (In years, as on 1st August, 2021): Unreserved / EWS – 37, Unreserved / EWS (Female) – 40, BC / MBC (Male / Female) - 40, SC / ST (Male / Female) – 42.							
10 years relaxation in age will be admissible to Divine Body applicant.							
Eligibility Criteria							
Essential:							
Qualification :							
<ul style="list-style-type: none">• <u>LLB/Bachelors degree in law recognised by the Bar Council of India</u> for the purpose of enrolment as an advocate with a minimum of 50% marks.							
Experience:							
<ul style="list-style-type: none">• Minimum 3 years of post - qualification experience in handling legal matters.							
Note:							
<ol style="list-style-type: none">1. In case of practising advocates copy of the Bar Council Registration Certificate and a Certificate from Bar Association of which the candidate is a member or a certificate issued by the competent authority of a court before whom the candidate has practised for the required period should be produced at the time of counselling.2. In case of non practising Law Graduate experience certificate from the head of Office/Institution/Organisation.3. Wherever Cumulative Grade Point Average (CGPA)/Overall Grade Point Average (OGPA)/ Degree Grade Point Average (DGPA) OR Letter Grade in a degree is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by the University/Institute.							
Preferred Experience:							
<ul style="list-style-type: none">• Applicant having experience of handling legal matter related to Central Govt/State Govt/PSU and other public sector Organisation/Institution.• Effective written communication both Hindi and English including ability to write reports and draft contracts, legal document, affidavits and counter affidavits etc.• Proficient in usage of computer particularly MS office.							
Key Competency:							
<ul style="list-style-type: none">• Effective written communication both Hindi and English including ability to write reports and draft contracts, legal document, affidavits and counter affidavits etc.• Proficient in usage of computer particularly MS office.• The ideal candidate should possess strong managerial and technical skills.• The ideal candidate must also have good decision making abilities, possess excellent communication skills- have the ability to explain complex legal issues in simple layman's terms be a creative problem solver and have the ability to multi-task.							
Purpose of Assignment:							
The Assistant Director - Legal would be responsible to assist and represent the society in all legal matters, provide legal advisory services and ensuring effective management of legal and contractual risks.							

Akanksha

Rajesh
16/7/24

Summary of Roles and Responsibilities :

The main duties and responsibilities of Assistant Director - Legal will include but will not be limited to the following:

- Responsible for all matters involving legal issues of the State Health Society, Bihar.
- Responsible for preparing/vetting SOF and other related legal documents/reports.
- Discharge such other duties and responsibilities which may be assigned/directed by the Executive Director, SHSB from time to time.

Remuneration/Compensation:

Consolidated remuneration @ Rs. 43,000/- per month.

Akasha

Rajsh
16/7/17