



INDIAN INSTITUTE MANAGEMENT, MUMBAI 400087

Vihar Lake Road. Powai, Mumbai – 400087

Website: www.iimmumbai.ac.in

Advt. No. Advt/Rectt/2024/21

March 13, 2024

ADVERTISEMENT FOR THE POST OF LAW-CUM-LIAISON OFFICER
(ON PART TIME CONTRACT BASIS)

Indian Institute of Management Mumbai invites applications from interested & eligible candidates for the position of **Law-Cum-Liaison Officer** purely on contract basis initially for a period One (1) Year, extendable up to further Two (2) Years, subject to satisfactory performance of the incumbent & need of the Institute. The details are as under: -

Name of Post & Emoluments	Eligibility Criteria & Job Requirement
<p>Law-cum-Liaison Officer - 01 position</p> <p>Monthly Consolidated Emoluments: Between Rs. 80,000- Rs.1,00,000/- (all inclusive)</p> <p>Age: Between 45 to 50 years as on last date for receipt of the applications.</p>	<p><u>EDUCATIONAL QUALIFICATION:</u></p> <p>A professional Law Graduate with a minimum of 55% marks & extensive experience in dealing with legal matters of any Govt. organization/Government undertaking etc., service laws, Labour Laws, Land Laws and Liaisoning with PSUs/Central/State Government Offices. Candidate should have hands-on experience of drafting and vetting the documents.</p> <p><u>MINIMUM EXPERIENCE:</u></p> <p>10 years in dealing with legal matter in Government of India/PSU/ Companies and similar entities.</p> <p><u>PREFERENTIAL QUALIFICATION:</u></p> <ol style="list-style-type: none">1. Candidate having LLM degree/PG Diploma in Industrial Relations/Labour Laws2. Candidates having experience of legal and liaisoning work in any Central Government/educational institutions of repute. <p>Retired Government servants of relevant field are encouraged to apply.</p> <p><u>KEY RESPONSIBILITIES</u></p> <p>The key responsibilities of Law-cum-Liaison Officer will include providing assistance to the Institute in identifying and mitigating legal risks associated with institute activities and initiatives, to draft, review and negotiate contracts, agreements and assist the Administrative Head and other authorities as delegated by the Director in documentation and drafting of matters requiring legal attention, other legal documents as required by the Institute, to handle representations on behalf of institute and to prepare responses to RTI requests in accordance with applicable laws and guidelines and to act as the primary point of contact for external legal counsel, regulatory agencies and governmental bodies.</p>

GENERAL CONDITIONS:

1. The selected candidate (s) will be engaged on contract basis initially for a period of 1 year, extendable up to further 2 years, subject to satisfactory performance of the incumbent & need of the Institute.
2. Good knowledge of Computer applications (MSWord, Excel, Power Point Presentations, Internet, etc.) and ability to work in an automated environment is desirable.
3. The Institute reserves the right to change/apply appropriate short-listing criteria in case of large number of applications.
4. Candidates not found suitable for the position applied for, may be considered for a lower position.
5. The Institute will communicate only with short-listed candidates.
6. Selected candidate will be required to join the duties with in **one month**.
7. Selected candidates may be hired through outsourcing agency empaneled with this Institute.
8. Mere fulfilling the eligibility criteria does not guarantee that the applicant will be shortlisted. The Institute reserves the right to restrict the number of shortlisted candidates for further recruitment process to a reasonable number on the basis of higher qualifications and/or experience.
9. The crucial date for determining the age limit shall be the closing date for the receipt of applications.
10. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the candidates (Applicants).
11. Candidates are advised to visit the website of IIM Mumbai (www.iimmumbai.ac.in) regularly for any updates, amendments and corrigendum. It will be placed on the Institute website only.
12. The panel of selected / waitlisted candidates will be valid for one year from the date of approval of Competent Authority and the Institute can make appointments in future also by operating the panel within the validity period.
13. The above position is of purely contractual nature and thus candidate (s) will have no right to claim any regularization / absorption etc. in the Institute.
14. No TA/DA or any other incidental expenses will be reimbursed to participate in the Interview process.
15. The Institute also reserves the right not to fill the post, if it so desires.
16. No interim correspondence will be entertained.
17. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
18. Legal disputes if any will be restricted within the jurisdiction of Mumbai only.
19. In Case of exceptionally deserving candidates, the selection criteria may be relaxed.
20. Incomplete applications will not be considered.

IIM Mumbai strongly encourages applications from qualified women and reserved category candidates. The Institute follows the Reservation Policy of the Government of India for candidates belonging to OBC (Other Backward Classes), SC/ST (Scheduled Caste, Scheduled Tribe), EWS (Economically Weaker Sections), and PwD (Persons with Disability). Indian Nationals or those with OCI/Dual Citizenship need to indicate the category (General/OBC/ SC/ST/ EWS /PwD) they belong to in their application.

HOW TO APPLY

Candidates are required to apply online at the official website of IIM Mumbai, i.e., <https://iimmumbai.ac.in/careers>. The last date for submission of online applications is 02th April 2024 (05:00 PM).

No other mode of application will be entertained.

