



**The Handicrafts & Handlooms Exports Corporation of India
Ltd.,**

(A Government of India Undertaking, under the Ministry of Textiles)
**Corporate Office, A-2, Sec-2, Udyog Marg, Gautam Budh Nagar,
Noida-201301, UP**

**Applications are invited for One Full time Legal
Consultant /Law Officer on purely Contractual Basis.**

Name of the Post	Legal Consultant / Law Officers
No. of positions	One - Full Time
Educational Qualification	LLB from recognized university OR LLM from recognized university
Experience	For LLB - 5 years relevant post qualification legal experience of court practice/industry For LLM - 2 years relevant post qualification legal experience of court practice/industry
Age	Maximum 50 years as on 01.01.2020

<p>Skill set</p>	<ul style="list-style-type: none"> • Drafting of Contracts/ MoU's/affidavits/assignments/replies/rejoinders/surjoinders/petitions/plaints/appeals etc. • Sound Knowledge of Civil/Criminal Laws and procedures/Company Law/ RTI Act/labour/Service/administrative laws/arbitration/contract/commercial laws/Acts/Rules etc. • Arbitration & Conciliation Act. • Legal procedure of Merger/Acquisition/Closure, recoveries etc. • Hands on experience Computer and office automation tools, internet etc. • Experience of filing applications/attending/responding to office actions at respective legal forum /authorities will be added advantage. • Excellent communication, presentation and language Skills in English & Hindi-Read, Write and Spoken.
<p>Job Profile</p>	<ul style="list-style-type: none"> • Draft/Vet contracts/agreements/MoUs/legal opinions/tender documents. • Draft/vet applications/affidavits/assignment deeds/replies/rejoinders/surrejoinders/petitions/plaints/appeals etc. Search relevant Indian and foreign case laws. • Legal procedure of Merger/Acquisition/Closure etc. • Organizing legal department/Intellectual Property Rights/Compliance of RTI matters, Preparing & compiling legal documentation, follow-up cases/correspondence, liasoning with internal & external departments, agencies & counsels, etc. • Appear/attend/ defend in courts/tribunals/Arbitrator/ Labour Court and other authorities on behalf of HHEC. • Extending assistance to Assistant Company Secretary and Deputy General Manager (Finance) cum CPIO - in all

	legal/Company Law/IPR/cases/issues/RTI etc.
Duration of consultancy	Initially for a period of 1 year. The term of consultancy may be considered for further extension for a period as deemed fit by management but not beyond the age of 58 years of the Consultant & depending upon the requirement of the Corporation and performance of the Consultant. The performance of the Consultant/Law officer to be reviewed every six months.
Consultancy Fees (Consolidated)	Rs.3,00,000/- p.a to Rs.3,60,000/- pa. as per their experience, qualifications & skill sets.

* Preference will be given to the Candidates having experience in Government Depts./Semi Government/PSUs/ Ministries.

Note: [Click here to download application form.](#)

Applications should be forwarded to HHEC through Post/Courier/E-mail (hhecjobs@hhecworld.in) on or before January 23, 2020 by 5.00 p.m., addressed to Deputy Manager (HR), The Handicrafts & Handlooms Export Corporation of India Limited, A-2, Sector-2, Noida, Uttar Pradesh-201301.