



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 experience of court practice/industry For LLM - 2 years relevant post qualification experience of court practice/industry
Age	Maximum 50 years as on 01.02.2018
Skill set	<ul style="list-style-type: none">• Excellent Drafting of Contracts/ MoU's/affidavits/assignments/ replies/ rejoinders/ surjoinders / petitions/ plaints/appeals etc.

	<ul style="list-style-type: none"> • Sound Knowledge of Civil/Criminal Laws and procedures/Company Law/ RTI Act/labour/Service/ administrative laws/arbitration / contract/ commercial laws/Acts/Rules etc. • Excellent Communication & Presentation skills • Arbitration & Conciliation Act. • Legal procedure of Merger/Acquisition/Closure etc. • Hand on 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 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/ surjoinders/ petitions/plaints/appeals etc. Search relevant Indian and foreign case laws. • Legal procedure of Merger/Acquisition/Closure etc. • Organizing legal department/IPR/Compliance

	<p>of RTI matters, Preparing & compiling legal documentation, follow-up cases/correspondence, liasoning with internal & external departments, agencies & counsels, etc.</p> <ul style="list-style-type: none"> • Appear/attend/ defend in courts/tribunals/Arbitrator/ Labour Court and other authorities on behalf of HHEC. • Extending assistance to Assist. Company Secretary and Chief Finance Manager cum CPIO - in all legal/Company Law/IPR/cases/issues/RTI etc.
Duration of consultancy	Initially for the period of 3 years. 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 Consultants/Law officer to be reviewed in every six months.
Other engagement	The Consultant/Law Officer shall not engage or enter either directly or indirectly in any place, business or take up any employment in any other organisation, while in service.
Consultancy Fees (Consolidated)	Rs.3,00,000/- p.a to Rs.3,60,000/- pa. as per their experience, qualifications & skill sets.

Applications to be send to

Dy. Manager (HR & Admin)
The Handicrafts and Handlooms Exports Corporations of
India Ltd.

A-2, Sec-2, Udyog Marg, Gautam Budh Nagar, Noida-
201301, UP

E-mail: hhecjobs@hhecworld.in

Candidates may send their details CV and supporting documents relating to their Qualifications and Experience of their applications through post/ Courier/ E-mail.

The top of the envelope should superscripted as **“Application for the Post of Legal Consultants/Law Officer on Contractual Basis”**

Applications should be reached within 10 days from the date of the publication i.e. **On or before 18.02.2018 upto 05:00 pm.** Applications received after due date will not be considered.