



**BASSEIN CATHOLIC
CO-OPERATIVE BANK LTD**

(SCHEDULED BANK)

Head of Legal Department

Grade	AGM/CM
Profile	<ul style="list-style-type: none">• Effectively monitoring and handling of all cases pertaining to Arbitration, court cases, court orders, consumer forums, other litigations etc.• Providing guidance to authorized officers in implementing provisions of SARFAESI Act like approval of notices, ostentation of panchnama for taking possession etc.• Supervise in-house Mortgage work for bank ensure fast TAT. Vetting and drafting of documents i.e. Agreement to sale, sale deed & other legal Documents/Deeds of the outside agency.• Verification of reply, rejoinders filed before Statutory Arbitrator to expedite Arbitration Proceedings.• Giving timely advice/opinion to Branches / Head office Departments in legal matters referred to by them.
Age	45 years
Location	Vasai
Experience	Minimum 15 years of experience out of which 5 years in a leadership role (AGM/CM) in the banking industry in the legal department with a Business Mix of Rs.5000 crore.
Qualifications	LLB, Diploma in Consumer or banking Law will be an advantage.
Skills	<ul style="list-style-type: none">• Excellent Communication and drafting skills.• Eye for detail.• Interpretation and analytical skills.