

Recruitment of Law Officer (Scale-I)

Tamilnad Mercantile Bank Ltd., one of the leading Private Sector Banks in India invites application for the post of Assistant Manager (Law).

Qualification:

Educational Qualification	A Graduate or Post Graduate in Law with at least 50% marks
Age	Not exceeding 35 years as on 31.05.2019.
Scale	Selected candidates may be posted in Scale I Cadre.
Experience	<ul style="list-style-type: none">➤ Practicing as an Advocate for a period of not less than 4 years in Civil/DRT cases.➤ Persons having work experience in a Bank or Financial Institution for atleast 2 years as an officer in legal department will be given preference.
Remuneration	<ol style="list-style-type: none">1. The emoluments during the period of probation will be Basic Pay of Rs.23,700/- plus applicable DA (presently Rs.15,286/-) and other perquisites like reimbursement of house rent, fuel, entertainment, canteen, newspaper etc as applicable to the Scale-I officers.2. In addition, he/she will be eligible for facilities like Gratuity, Pension, Leave Encashment, and Leave Fare Concession for self & dependent family members, Hospitalization Expenses for self & dependent family members, group insurance etc. as applicable under Bank's rules.

Roles and Responsibilities of Law officers

1. Follow up of court cases/DRT cases and guiding the branches in relation to the cases.
2. Liaisoning with our panel advocates for smooth conducting of court cases and monitoring their performance.
3. Conducting of legal audit for borrowal accounts.
4. Assisting the authorised officer in the SARAFAESI Act proceedings.
5. Verifying the draft complaints and formats to be filed before courts.
6. Follow-up of criminal cases in various courts and police stations.
7. Preparation of legal notices and documents for various legal processes related to Bank.

Procedure of Selection:

The shortlisted candidates will be called for personal interview. The venue, date and time for interview will be communicated to the eligible candidates individually.

Probationary Period:

The candidates will be on probation for a period of one year. At the end of the probationary period they will be subjected to an internal screening process to evaluate their performance before being confirmed in service. Probation may also be extended.

Place of Posting:

The selected candidates will be posted anywhere in INDIA.

General Conditions & Instructions:

The candidates should submit the duly signed application and it should be accompanied by the following documents:

- One recent passport size color photograph (Size: 2" x 2" ONLY) to be affixed in hard copy of the application. Do not use stapler pins.
- Age Proof (Self attested photo copy of SSLC or Higher Secondary Mark Sheet or Transfer Certificate).
- Self attested photo copy of Degree Certificate and SSLC, Higher Secondary & consolidated Degree mark sheet.
- Experience certificate/s.

The cover containing the application with enclosures should be superscribed as "Application for the post of Law Officer" and it should be sent **not later than 27/06/2019 to:**

**The General Manager,
Human Resources Development Department,
Tamilnad Mercantile Bank Ltd.
Head Office, # 57, V. E. Road,
Thoothukudi 628 002.**

The completed applications will be verified and eligible/shortlisted applicants will be communicated individually by post / e-mail with details of the interview to be attended. Application with incorrect / incomplete particulars, received without copies of certificates and not received within the stipulated date are liable to be rejected. Any information found to be wrong or any candidate found ineligible at any stage of the process or later will result in disqualification of the candidate. The Bank reserves the right to reject any application at any point of time without assigning any reason and Bank's decision in the matter of eligibility, conduct of interview and selection would be final. No correspondence in this regard will be entertained by the Bank.