

Job Profile: Legal Consultant – KEONICS

1. Position Overview:

The Legal Consultant will be responsible for providing comprehensive legal support to KEONICS, ensuring compliance with applicable laws, and facilitating effective management of all legal matters. The role involves coordination with empanelled advocates, monitoring legal cases, and advising the management on day-to-day legal issues.

2. Key Responsibilities:

1. Empanelment and Management of Advocates:

- Identify, evaluate, and empanel advocates/law firms for various legal matters.
- Maintain and update the panel of advocates in line with organizational requirements.

2. Appointment and Coordination:

- Manage appointment of advocates for specific cases.
- Coordinate with empanelled advocates, officers, and case workers of KEONICS as and when required.

3. Legal Advisory Support:

- Provide legal advice and opinions on matters related to procurement, contracts, human resources, ICT services, and other day-to-day operations of KEONICS.
- Assist in drafting and vetting agreements, MoUs, contracts, and other legal documents.

4. Case Management:

- Allot legal cases in consultation with the Managing Director and Directors of KEONICS.
- Track and monitor progress of ongoing litigations, ensuring timely updates and follow-ups with concerned advocates.

5. Compliance and Legal Documentation:

- Ensure adherence to legal protocols and timely submission of documents and affidavits in courts or tribunals.
- Maintain an organized repository of case files, legal correspondence, and judgments.

6. Technology and Legal Systems:

- Utilize modern technology tools and legal case management software for efficient case tracking and documentation.
- Stay updated on emerging legal technologies and digital systems that enhance organizational legal operations.

3. Desired Qualifications and Experience:

- Bachelor's Degree in Law (LL.B) from a recognized university; Master's Degree (LL.M) preferred.
- Minimum 10 years of experience in handling legal matters in government/PSU/IT or ICT-based organizations.
- Strong knowledge of civil, contract, manpower and corporate laws.
- Proficiency in legal documentation and case management software.

4. Reporting To:

Managing Director KEONICS