



Birla Institute of Technology & Science, Pilani

Pilani Campus

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa and Hyderabad.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager – Legal (Level-9)/Deputy Manager-Legal (Level-10)
Job Type	Regular & Full time
Reporting to	Registrar
Will also work very closely with	Internal: Head HR, Dean-Administration, Office of the General Administration, Office of Dean/Associate Dean/ HoD's based on need. External: Panel Advocates, Legal Consultants, Govt depts. based on need, Statutory Authorities based on need, etc.
No. of positions & Job Location	One position in Pilani Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> • Extend and/or Facilitate accurate and timely advice to the concerned in a variety of legal matters (Service Matters incl Labor Law, Agreements, Contracts, Partnerships, Regulatory Matters, Land Matters, Civil Matters, etc.) • Collaborate with Legal Experts to devise efficient defense strategies in co-ordination/consultation with the concerned Departments/Divisions • Ensure compliance of internal governance policies and regularly monitor compliances are in place • Identify and Mitigate various risk factors regarding various decisions and operational issues • Apply effective risk management techniques and offer proactive advice on possible legal issues • Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust • Facilitate/Co-ordinate in drafting and solidify agreements, contracts and other legal documents to ensure the institute interests are protected • Provide clarification on legal language or specifications to those in need in the Institution • Prepare MIS and ensure report/review the progress with the Management periodically
Qualification and Personal Profile	<ul style="list-style-type: none"> • LLB & ML/MHRM/MBA-HR/PGDM-HR (desirable) from a reputed institute with 7 to 10 years of relevant experience • Experience in Handling Matters pertaining to Labour Laws and Land Issues is essential • Work Experience in Higher Educational Institution & Understanding of UGC Regulations is desirable



Birla Institute of Technology & Science, Pili

Pili Campus

JOB DESCRIPTION

Other Skill and Ability Requirements	<ul style="list-style-type: none">• Proficiency in English & Hindi (Speak, Read & Write)• Strong Communication and Drafting Skills (English & Hindi)• Conduct work with integrity and responsibility• Ability to Collaborate & Network
Remuneration	Suitable candidate will be placed in Level 9/10 with a minimum pay of Rs. 53,100/-/ 56,100/- per month plus DA, plus Employer Provident Fund & other benefits as per Institute Norms.

Note: Experience is relaxable at the discretion of the institute in the case of candidate otherwise well qualified and/or experienced.