



Maharashtra Rural Housing & Mortgage Finance Ltd

Designation: Officer
Sub Department: Legal-Litigation
Department: Credit Management

Job Duties:

1. Attending Courts for matters like SARFAESI, Sec 14 and DRT, Civil matters, Criminal matters, Sec 138 & Sec 25, arbitration and miscellaneous court proceedings.
2. Liaisoning with Advocates, business team, collection team and other vendors and stakeholders.
3. Open for travelling for portfolio management through legal tools.
4. Maintain and manage MIS data and Reports.
5. Maintain and manage day to day work activity related to assigned portfolio.
6. Sound knowledge of statutory Acts and rules, legal policies and procedures.
7. Knowledge of drafting legal documents.

Required Skills:

- Experience to court proceedings and appearances
- Knowledge of statutory laws ,Acts and Rules
- Drafting and Analytical skills
- MIS and Computer knowledge

Education Qualification:

Candidate should have completed Graduation (Preferred LLB)

Experience:

Min 1-3 Yrs. in relevant industry

Salary:

According to Industry Standard