



भारतीय प्रबंध संस्थान बेंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE

Ref: IIMB/HR/RECT/2024/78

Date: 18<sup>th</sup> November 2024

<b>About IIMB</b>	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Legal Advisor</b>
<b>Job Purpose</b>	The incumbent is expected to develop and implement an effective legal compliance system for the Institute to prevent/ address violations of labour laws/Civil laws/ Enactments relating to employee services and ability to handle matters in Courts and quasi-judicial bodies and maintain consistency in internal policies, processes etc.
<b>Will closely work with</b>	Internal: Relevant stakeholders. External: Institute Legal Counsel/Law firms, government authorities, regulatory agencies and other external Stakeholders
<b>Principal Accountabilities &amp; Responsibilities</b>	Collaborate with the respective Offices in Board matters and in statutory compliance related matters. <ul style="list-style-type: none"><li>• Review the internal controls and ensure adherence to them.</li><li>• Provide support to IC, D&amp;I Grievances Committee</li><li>• Ensure RTI related compliance and other statutes like RPWD Act, etc. are addressed duly.</li><li>• Incorporate amendments in the Service Rules and Regulation passed by BoG and update the Service Rules and Regulations from time to time.</li><li>• Liaising with external advocates and providing status updates to the senior management team about pending legal cases, if any</li><li>• Preparation of legal advice on a wide range of institutional issues including on the interpretation and application of regulations, rules, policies, and procedures.</li><li>• Any other responsibilities assigned by the competent authority from time to time</li></ul>
<b>Key Skills and Ability Required</b>	<ul style="list-style-type: none"><li>• Expert knowledge and deeper understanding of all laws, rules, and regulations relevant including labour laws, rules, policies, and procedures.</li><li>• Knowledge about the IIMs Act is preferable.</li><li>• Good drafting and communication skills.</li><li>• Should be proficient in MS Office suite.</li></ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"><li>• Minimum required qualification is LLB.</li><li>• Candidates having 'Company Secretary' qualification would be desirable.</li><li>• Candidate should have excellent command over English; proficiency in Kannada and Hindi is preferred.</li><li>• Candidates having work experience as Compliance Officer or Senior Legal Associate from large-scale industries/ any law firm which appears in High Court/ PSU /similar autonomous institutions of higher education is desirable.</li></ul>

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 30<sup>th</sup> November 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.