



**NKGSB Co-operative  
Bank Ltd.** (Multi-State Scheduled Bank)

## RECRUITMENT FOR POSITION OF LEGAL DEPT.HEAD

NKGSB Co-Op. Bank, one of the leading Multi-State Scheduled Co-Operative Banks is offering Banking services since 1917. NKGSB Co-Op. Bank is professionally managed & technology driven operating through 104 Branches across five states viz. Maharashtra, Goa, Karnataka, Gujrat, Madhya Pradesh. The Bank invites proactive, result oriented Banking professionals capable of accelerating growth, to apply for the position of **LEGAL DEPT. HEAD** for Mumbai Location.

### Eligibility Criteria :

- 1. Age :** The Person shall be between the age of 45 to 50years
- 2. Educational Qualification :** Second class Graduation in any faculty from recognised University with Specialised qualification LLB/LLM.
- 3. Experience:** 10 to 15 years minimum Banking Experience in Managerial grade and above.
- 4. Job Role:** Documentation – Mortgage, Title verification, Consortium, Bank Guarantee, Issuing enforceability etc.

Draft and review contracts, service orders, sale and purchase agreements, non- disclosure and confidentiality agreements, service agreements, leave and license agreements, power of attorneys, indemnity bonds, affidavits etc. in accordance with applicable laws

Transmission claim processing

Preparation and finalization of legal Opinion/Mortgage drafts relating to Housing/Mortgage Loan/ Education loans/Project Approval/Project Loan/Commercial Advances-big loans

Draft and issue demand letters, legal notices, legal reply, insolvency notices, arbitration notices, cease and desist notices etc. in accordance with the terms of contracts and applicable laws

To provide guidance, support required in various legal issues relating to banking and non-banking sector; to the branches & various departments

Critical analysis of applicable change in law and consequent risk assessment and impact thereof on bank's businesses

Responsible for preparation and standardization of legal documents / agreements

Responsible to inform the branches regarding the new laws or any changes in the existing ones

Reviewing and providing advice to the Bank upon request on matters concerning applicable contracts required for operations of Business

Well versed with all the laws

Should be aware of the litigation and recovery proceedings

Should be well versed with the process of CIBIL and CERSAI etc.

Investigative Skills

Problem-Solving and Conflict Management Skills

**5. Salary:** It will be at par with Banking industry standards and negotiable depending upon the qualifications and experience. However candidate should mention expected Salary in his/her application.

**Age Limit may be relaxed in deserving cases.**

**Remuneration will commensurate with qualification and experience.**

**Eligible candidates have to apply with latest resume stating the position applied for to :  
[recruitment@nkgsb-bank.com](mailto:recruitment@nkgsb-bank.com) latest by 31.05.2025**