

## Head Legal Department

### Looking for candidates:

To lead and manage all legal matters of the Bank including advisory, litigation, contracts, regulatory compliance, and dispute resolution. The Head – Legal will ensure the bank operates within the legal and regulatory framework, mitigate legal risks, and support the business with sound legal strategies.

### Qualification:

**Essential:** Minimum 5 to 7 years in Bank's Legal Department in a leadership role, LLB (minimum); LLM preferred.

**Desirable:** CAIIB, IIBF certification.

### Responsibilities include:

- Provide sound legal advice to management, board, and business units on banking operations, lending, recovery, contracts, and other matters.
- Interpret and advise on laws related to cooperative societies, banking regulations (RBI Act, BR Act, etc.), SARFAESI, DRT, NI Act, and Civil/Criminal law.
- Oversee and manage all litigation involving the bank, including loan recovery, civil suits, criminal matters, and employee disputes.
- Coordinate with empaneled advocates, law firms, and external counsels for effective representation in courts, tribunals, and forums.
- Regularly review litigation portfolio, track progress, and ensure timely legal actions
- Vet and draft contracts, agreements, MoUs, service-level agreements, and loan-related documentation.
- Ensure standardization and legal soundness of all legal documentation used across branches.
- Assist with statutory and regulatory requirements including RBI, Registrar of Cooperative Societies, SEBI (if applicable), and other regulatory bodies.
- Support internal and external audits by providing necessary legal documents and clarifications.
- Monitor legal updates and amendments relevant to cooperative banking and communicate impact to management.
- Guide and lead legal proceedings under SARFAESI Act, Arbitration, and Lok Adalats for loan recovery.
- Liaise with Recovery and NPA Management teams to facilitate enforcement of legal remedies.
- Assist the Board and sub-committees in legal and regulatory matters.
- Ensure that board resolutions and decisions are legally compliant and enforceable.
- Lead and mentor the legal team across head office and branches/regions.
- Train bank staff on legal processes, compliance, and recovery-related legal procedures.

**Age: Below 48 years**

### Designation and Compensation:

Designation and Compensation will be commensurate with qualifications & relevant experience

Any of the above criteria may be relaxed in the case of deserving candidates, at the sole discretion of the Bank's Management.

Interested candidates are requested to e-mail their latest resume at [career@citizencreditbank.com](mailto:career@citizencreditbank.com) by June 15, 2025 with subject – **Application for – Head Legal Department**.