



# **C.V. Raman Global University**

## **Bhubaneswar - 752 054 (Odisha)**

<https://cgu-odisha.ac.in/>

Mail us at: [recruitment@cgu-odisha.ac.in](mailto:recruitment@cgu-odisha.ac.in); Contact: +91 9040272733

## **Job Description for Legal Officer**

### **Who We Are**

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C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

### **Our Accomplishments:**

- Among the top 100 engineering colleges in India by the NIRF, consecutively for the last five years
- In the list of Top Outlook RANKED Engineering Colleges in India
- Accredited by the National Board of Accreditation (NBA).
- Recognised as one of the Scientific and Industrial Research Organizations (SIROs) by D.S.I.R., Government of India.
- Won first ever gold medal for India at World Skills Kazan, Russia.

### **What We Offer:**

- Undergraduate Courses: 18
- Postgraduate Courses: 17
- PhD Programs: 11

### **Where You Come In**

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This position is responsible for providing high quality legal advice to the various departments of the University on a full range of legal and challenging operational issues, in accordance with the following principles: instil and foster a culture of legal compliance, advocate for Ethics & Compliance across all levels and build relationships with external legal advisors .

### **Supervision Details:**

- Immediate Supervisor: Registrar
- Indirect Supervisors –President, Vice-President ,Vice Chancellor
- Working Relationship: Deputy Registrar, Asst.Registrars, Section Officers ,Personal Assitants, HoDs of all departments.
- Work Schedule: Monday to Saturday
- Salary Information: Salary commensurate with qualifications and experience.
- Job Location: Bhubaneswar campus of CGU



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### Who Are We Looking For

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- Law degree, Master's degree is a plus.
- 3 - 5 years of experience in law firm or multinational organisations. Experience of working in education sector would be an added advantage.
- Demonstrate knowledge of, and experience with laws dealing with contract administration and labour laws.
- Good knowledge of service matters.
- In-depth knowledge of regulatory law, Excellent communication, negotiation and diplomatic skills.
- Excellent command of English, Hindi & Odia.

### What We expect from you as the Legal Officer:

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#### Legal risk

- Review and provide legal advice on MOUs, Contracts, and tender documents.
- Review ongoing cases and advice management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management especially on contract management.
- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.
- Policy development Review and advice management on legal implications of internal policies and procedures.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements in the countries where we work.

#### Litigation management

- Review progress of outstanding litigation and liaise with and manage external lawyers.
- Identify local needs and develop efficient resource smart solutions
- Formulate legal compliance check-lists for all the countries to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations and advise the management accordingly.

#### Contract negotiation

- Review all contracts or any other documentation where the University has committed itself and assess legal implications that need to be brought to the senior management's attention.
- Prepare, review and modify contractual instruments to assist and support various activities.
- As needed, provide guidance on contract matters to project managers or other operational staff
- Develop and implement procedures for contract management and administration in compliance with University policy.
- Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.



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For more details of the Key accountabilities and duties, reach out to us at [recruitment@cgu-odisha.ac.in](mailto:recruitment@cgu-odisha.ac.in).



## Want to be a part of our team?

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Please write to us at [recruitment@cgu-odisha.ac.in](mailto:recruitment@cgu-odisha.ac.in). Please share your updated resume CV / Resume when you are writing to us. We eagerly await to hear from you.