

BANK OF BARODA, UAE TERRITORY INVITES APPLICATIONS FOR THE POST OF LEGAL OFFICER

A. Eligibility Criteria (as on 09.07.2024)

POST CODE	Post	No. of vacancy	Maximum Age Limit	Educational Qualification	Experience
I	Legal Officer	1	Max. 35 years	Graduation (3 years degree course)/ Post Graduation in Law (2 years course)	<p>The candidate should have minimum experience of 5 years in a Law Firm dealing with Banking matters/ Legal Department of Bank or Financial Institution. Candidate will be responsible for handling all types of legal matters, litigations, court matters, vetting of documents, legal opinion, coordination with various regulatory authorities / stake holders or any additional assignment by the Bank.</p> <ul style="list-style-type: none"> • Candidate may have the relevant experience and proven track record in the litigation field, preferably in UAE. • Candidate should have extensive knowledge of the UAE Federal law, Civil Law, Criminal and Commercial law and court procedures. • Candidate possessing experience in cross border litigation and Counsel Management will be preferred • Candidate should have Fair understanding of legal risk identification and mitigation • Candidate should have Fair understanding of the Business environment, Legal framework, practices, market dynamics in UAE, India and other neighboring countries. • Candidate should be Conversant with various rules, regulations & regulatory guidelines related to Banking Business in global markets.

Note:-

- Candidates presently working in Govt. / Public Sector Undertaking to submit their application along with NOC from his / her current employer
- Existing Bank of Baroda Employees worldwide cannot apply.
- Candidate should possess strong analytical skills
- Ready to work in any branch / office of Bank of Baroda in UAE Territory
- Previous experience should be Satisfactory without Disciplinary, legal actions

f. Knowledge of Arabic Language would be an added advantage

*Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to age, educational qualifications (both academic & professional), post qualification work experience etc. [scanned copy of the documents to be attached in support of their identity and eligibility as indicated in the application form].

Scale of Pay and Emoluments:-

Scale of Pay / Negotiable	Salary will be as per rules and regulations of the Bank & will commensurate with the professional qualification and experience of the selected candidate
Other benefits:	
Health Insurance Coverage as per DHA specification	Self, Spouse and max. 2 dependent children
Ex gratia Payment	Subject to the enough profitability of the bank and performance of an employee, bank may consider ex-gratia payment up to one month's basic salary in a year.
Leave Passage	As per Personnel Policy of our Bank for Local Employees of UAE
End of Service Benefit (SSI)	As per Personnel Policy of our Bank for Local Employees of UAE (applicable to employees other than UAE Nationals)
GPPSA	As per provisions applicable to GPPSA (applicable to UAE National candidate with family book only)

D. Important Dates:-

Application to be sent to designed Email ID	During 09.07.2024 to 29.07.2024
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E. How to apply:-

Candidates are required to send their CV/Biodata and duly filled application form (to be downloaded from Bank's career page) on our Email Id - recruitment.uae@bankofbaroda-uae.ae Subject line – Recruitment of Legal Officer – 2024 – Application followed by their full name as per passport. Candidates will be provided a unique Application number after receiving an email and all future correspondences will be made using Application number only. No other means/ mode of application will be accepted. Applicants are required to submit their CV/Biodata along with application form at the time of submitting application/email. All updates will be available on Bank's career page only (<https://www.bankofbarodauae.ae/about-us/careers>)

E. Selection Procedure: -

Only those candidates who are fulfilling the eligibility criteria will be shortlisted by a Committee constituted for the purpose by the Bank. A personal interview of the shortlisted candidates shall

be conducted to assess the candidate's personality, level of communication, clarity & problem-solving approach, innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc. Merely applying for the position will not entitle any candidate to be shortlisted for Interview. Bank may adopt any other mode for selection at its discretion. In case number of candidates fulfilling eligibility criteria is more, Bank may shortlist most suitable candidates for Personal Interview. Details of such candidates will be displayed on Bank's website.

F. Call letters for Interview:-

Call letters for the purpose of interview will be sent to the shortlisted/ eligible candidates only through email at the email address given by them in the application form.

G. General Instructions:-

1. Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding deciding the eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this regard.
2. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria / norms and/or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of this shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated instantly.
3. All candidates will have to produce duly signed printout of application, CV, communication regarding unique application number along with original as well as self-attested photocopies of certificates regarding Qualification, post qualification experience, Date of Birth, Passport, Visa details & Emirates ID etc., in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
4. Candidates are required to have a valid personal email ID and Contact No. (the same email ID and Contact Number will be registered with us for all correspondence. It should be kept active during the currency of this recruitment exercise. Bank may send call letters for interview through the registered email ID. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
5. Action against candidates found guilty of misconduct:- Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while submitting application.
6. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
7. Candidate will undergo the statutory probation period for -06- months required as per law. If during probation or after, the organization is not satisfied with the performance of the candidate, Bank shall reserve all its rights towards terminating such employment contract after fulfilling the necessary provisions applicable in law.



Note:

Merely satisfying the eligibility criteria / norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the required number of candidates for interview after preliminary screening / short-listing with reference to the candidate's age, qualification, essential requirements, suitability, and experience. The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/ process without assigning any reason. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Date: 9th July, 2024

Jagdish Tungaria
Chief Executive, GCC Operations