

BANK OF AZAD JAMMU & KASHMIR
CAREER OPPURTUNITIES

Bank of Azad Jammu & Kashmir (BAJK), a State owned commercial bank, which is rapidly growing in terms of its branch network and business diversity, invites applications against the following position from professionals with proven track record and capacity to perform as a catalyst for transformation in a dynamic and challenging environment in the area of **Legal Profession**.

The individual who fulfill the below-mentioned basic eligibility criteria may apply for the following position.

Position Job Title	Litigation Officer-Head Office, Muzaffarabad AK
No. of Vacancies	01
Academic / Professional Qualification	Minimum LLB Degree from a University/Institute recognized by HEC.
Experience	Minimum 5 years post qualification experience in general litigation, especially in Bank related recovery & criminal matters. Must possess High Court license.
Age	25-35 years (Upper age limit can be relaxed in deserving cases)
Nationality / Domicile	Pakistani / Preference shall be given to State Subjects of AJ&K
Outline of Main Duties/ Responsibilities	<ul style="list-style-type: none">• To formulate the best-suited as well as the cost-effective strategies regarding legal course of action to be adopted by the Bank in daily affairs.• To render legal advice to different business segments of the Bank as and when required.• To process engagement of lawyers for filing and defending cases by and against the Bank before various courts, judicial/ Quasi-judicial forums.• To vet/ draft pleadings both of Civil and Criminal nature for their filing in different Courts of Law.• To liaison and coordination with the dealing counsel on the progress of court cases and ensure its timely and rapid disposal.• To manage the litigation portfolio of the Bank in order to enhance the overall performance of cases.• To coordinate with the different departments of the Bank for their feedback/input/ compliance for cases pending before different Courts of Law.• Any other miscellaneous or ancillary task assigned by the Management from time to time.
Interviews:	Only shortlisted applicants strictly meeting the above mentioned basic eligibility criteria will be invited for panel interviews.

Interested candidates may visit website www.bankajk.com. & send their CVs/Applications on the following addresses not later than October 15, 2020.

The candidates should clearly mention their Name, Father's Name, Date of Birth, CNIC Number, Qualification with percentage / CGPA/ Division, Place of Domicile and complete Current Mailing/ Residential Address with Telephone Numbers Landline/ Mobile in their Resume/ Application.

Applications received after deadline will not be considered in any case. No TA/DA will be admissible for test/ interview.

Divisional Head,
Human Resource Management Division,
Bank of Azad Jammu and Kashmir,
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(05822-924350, 05822-924264)