

Job Title: Legal Officer

Job Location: Lucknow

Company Name: Janardan Farms and Resorts

Web Site: www.janardanresort.in

Job Description:

- Drafts contracts, briefs, notices, memoranda, circulars, correspondence, orders, reports, and other legal forms.
- Excellent drafting skills of Civil Suit, Contracts, Notice and Deeds.
- Handling of recovery case & Litigations.
- Appearing in the court & coordinating.
- Prepares routine letters (i.e. demand or inquiry) to delinquent parties.
- Conducts preliminary study of cases submitted to the staff arising from infractions of the law, makes preliminary decisions about actions to be taken and prepares drafts for submission to superior;
- Checks documents or papers for compliance and correctness
- Conducts legal research and preliminary investigation (trial type) on administrative cases;
- Provides legal advisory and counselling on other official matters;
- Maintaining liaison with Councils and Law firms
- Perform other functions that maybe assigned by the supervisor from time to time.
- Willing to travel as per the requirements of legal matters.

Desired Candidate Profile:

Education Background:

- LLB or LLM from recognised University

Experience:

- 1-3 years

Salary:

- 8000/- per month for initial probation period for 6 months.
- After which 10,000/- per month will be released on getting confirmed posting.
- Salary will be proportionate to the achievement of the target.

Targets:

- Co-ordination & lesioning of no of cases, related to company.

Janardan Farms and Resorts:

- Established in 2010, Janardan Resort is owned and operated by Janardan Farms and Resorts LLP. We strive to be the best provider of lodging in the area around Nainital.
- We are also working on promoting eco-tourism as we believe that eventually that is where the whole natural tourism sector will head towards.
- Eco-tourism is the tourism of visiting an ecosystem in such a way as to leave a minimal impact on the environment.
- This helps conserve the natural ecosystem for our future generations so that they too could enjoy the calmness of nature as we are now.

- This is what has given us to install solar panels / solar water heaters over the roofs which power Janardan Resort.

Recruiter:

Name: Atul Kumar

Address: Janardan Farms and Resorts LLP
537/181, Dilkush Market, Lucknow, Uttar Pradesh

Email Address: hr@janardanresort.in

Telephone: - 8808311777; 9795005888