



No. MMDSL/HR-1/HIRING/ 2022-23(124)

Dated: 05/03/2024

## ADVERTISEMENT

Application from individuals/firms of Meghalaya are urgently required for appointment on a retainership basis for a period of 1 year (renewable) for the following post under Meghalayan Medical Drugs & Services Ltd, Meghalaya.

S No	Name of Post	No.of Posts	Renumeration	Essential Qualification & Experience	Place of Posting
1	Legal Counsel	1	As per MMDSL norms	<p><b>Qualification :</b> Bachelor / Master in Law or related field.</p> <p><b>Experience &amp; Competencies:</b> Proven experience as a Legal Counsel in business environment, Procurement, IPR.</p> <p>Excellent knowledge and understanding of corporate law, procedures and defense strategies.</p> <p>Well-versed in legal terminology and operations</p> <p>Excellent oral and written communication skills</p> <p>Willing to represent the organisation in any case out of station</p>	Shillong

Qualified and interested individuals/firms can submit their applications electronically through an Online Form (link below) only, on or before 4pm of the 14th of March 2024 with softcopies of their bio-data, certificates and job experience. The applications of the candidates will be screened and intimated in due course. Any future information updates will be made known via appropriate channels.

### **Terms & Conditions:**

1. All biodata and testimonials (incl. CV/Resume) are to be scanned and uploaded in a single PDF file <10MB



# MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

Department of Health & Family Welfare,  
DHS Complex, New Colony, Laitumkrah,  
Shillong - 793003,  
East Khasi Hills,  
Meghalaya.

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meghmdsl@gmail.com

2. The office of the undersigned reserves the right to cancel/extend/advertise the same at its own discretion
3. All applicants are required to fill the online form via <https://mmdsl.in/application-form1c>
4. For more details, please visit <https://mmdsl.in/recruitment>

**Shri Ramkumar S**  
Managing Director

Approved By Shri Ramkumar S(Managing Director) on 05/03/2024 06:56 AM  
(The document is digitally approved and does not require any Seal or Signature in original)



No. MMDSL/HR-1/HIRING/ 2022-23(123)

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## TERMS OF REFERENCE FOR LEGAL COUNSEL UNDER MEGHALAYA MEDICAL DRUGS & SERVICES LIMITED

**Title:** Legal Counsel  
**Duty Station:** Meghalaya  
**Duration:** 1 year (renewable)  
**Salary:** as per MMDSL norms

### **Job Brief:**

Meghalayan Medical Drugs & Services Ltd (MMDSL) is looking for a highly qualified Legal Counsel to oversee the legal aspects of our business. You will safeguard our reputation by guaranteeing that the company strictly follows law guidelines and give legal advice to management about all relevant issues.

The successful individual/firm will effectively ensure legal conformity and minimize probability of exposure.

### **Scope of Work:**

1. Provide legal advice and counsel to the organization's management on a wide range of legal issues, including corporate governance, contractual matters, regulatory compliance, intellectual property, employment law, litigation, and risk management.
2. Manage and oversee any legal disputes or litigation involving the organization, including working with external counsel, conducting legal research, preparing legal documents, and representing the organization in negotiations, mediations, or court proceedings as necessary.
3. Manage and protect the organization's intellectual property assets, including trademarks, copyrights, patents, and trade secrets, by conducting IP audits, filing for registrations, and enforcing IP rights against infringement.
4. Collaborate with management to devise efficient defense strategies.
5. Specify internal governance policies and regularly monitor compliance.
6. Research and evaluate different risk factors regarding business decisions and operations.
7. Apply effective risk management techniques and offer proactive advise on possible legal issues.
8. Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust.



9. Draft and solidify agreements, contracts and other legal documents to ensure the organisation's full legal rights.
10. Deal with complex matters with multiple stakeholders and forces.
11. Provide clarification on legal language or specifications to everyone in the organization, if required
12. Conduct the work with integrity and responsibility
13. To be available to perform on-call duties as and when required.

**Qualification:**

Bachelor / Master in Law or related field

**Experience & Competencies:**

1. Proven experience as a Legal Counsel in business environment.
2. Excellent knowledge and understanding of corporate law, procedures and defense strategies.
3. Full comprehension of the influences of the external environment of a corporation.
4. Demonstrated ability to create legal defensive or proactive strategies.
5. High degree of professional ethics and integrity.
6. Sound judgement and ability to analyse situations and information.
7. Well-versed in legal terminology and operations.
8. Knowledge of current legislation practices.
9. Crisis management experience.
10. Critical thinking and multitasking abilities.
11. Excellent oral and written communication skills.
12. Willing to represent the organisation in any case out of station.

**Shri Ramkumar S**  
Managing Director