

Job Opening: Legal Counsel

Location: DY Patil University Campuses – Ambi & Navi Mumbai

Position Summary

DY Patil University is looking for an experienced **Legal Counsel** to establish and manage the legal function across its institutions. The role involves handling contracts, litigation, legal compliance, regulatory matters, and providing strategic legal support to ensure effective risk management and governance.

Key Responsibilities

- Establish and manage the legal and compliance function, including legal processes and documentation.
- Draft, review, negotiate, and manage contracts and legal agreements.
- Handle litigation matters and coordinate with external counsel and law firms.
- Provide legal advice to management and various departments on operational and compliance matters.
- Ensure compliance with applicable laws, statutory regulations, and regulatory requirements for educational and healthcare institutions.
- Liaise with government authorities and regulatory bodies.
- Identify legal risks, develop internal policies, and support governance and compliance initiatives.
- Maintain legal records and ensure efficient document management.

Qualifications

- LL.B. (Mandatory); LL.M. preferred.
- Enrolment with a State Bar Council is preferred.

Experience

- Minimum 10 years of post-qualification experience.
- Experience in litigation, contract management, and legal advisory.
- Prior experience in a large institution or multi-entity organization is preferred.
- Experience in independently managing or setting up a legal function will be an advantage.

Skills Required

- Strong knowledge of contract drafting, litigation management, and regulatory compliance.
 - Experience in dealing with courts, tribunals, and regulatory authorities.
 - Excellent drafting, analytical, negotiation, and communication skills.
 - Ability to work independently, manage multiple assignments, and maintain confidentiality.
 - Proficiency in Microsoft Office and legal management tools; working knowledge of Marathi will be an added advantage.
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Interested candidates may share their resumes at:

- **For Ambi Campus:** piyush.naik@dypatil.edu
- **For Navi Mumbai Campus:** sneha.nath@dypatil.edu