

APPAREL TRAINING & DESIGN CENTRE

6th & 7th Floor, Apparel House, Sector – 44, Gurugram, Haryana 122003,
Email – hr@atdcindia.co.in

‘The Apparel Training & Design Centre’ (ATDC) has emerged as one of India’s largest Vocational Training provider for ‘Apparel Sector’ having about 70 Vocational Training Centres Pan-India, invites applications for the position of ‘Legal Officer’ on contract basis for its ATDC - NHO, Gurugram as per the details below:

Location : Gurugram (Haryana)
Position : Legal Officer’
Number of Position : 01
Age Limit : 30-45 Years as on 31.07.2026.
Remuneration : On Cost to Company basis.

Education & Professional Qualification

- Minimum Bachelor’s degree in Law (LL.B.) or an equivalent legal qualification.
- Valid license to practice law or enrollment with the applicable State/Local Bar Council, as required.
- Additional qualification in Corporate Law, Commercial Law, Labour Law, Compliance, or related areas will be an advantage.

Experience:

- 5–10 years of relevant experience in a corporate legal department, law firm, or similar legal environment.
- Experience in contract drafting, review, negotiation, litigation management, legal research, and regulatory compliance.
- Prior experience handling consumer disputes, labour matters, commercial disputes, or regulatory proceedings will be preferred.

Key Responsibilities

- Manage the organization’s legal matters, disputes and regulatory requirements, ensuring compliance with applicable laws and regulations.
- Management of legal risks, statutory requirements, policies and business-related legal matters.
- Protect the organization from legal exposure by identifying potential risks and recommending appropriate preventive and corrective measures.
- Draft, review, negotiate and finalize business contracts, agreements, legal notices, undertakings, letters, and other legal documents.
- Handle and monitor litigation, consumer disputes, arbitration matters, regulatory proceedings, and other legal cases involving the organization.
- Coordinate with external lawyers, law firms, counsels, and other legal professionals and monitor the progress of ongoing matters.
- To provide timely advice on applicable laws, rules, regulations, and judicial developments.
- Monitor changes in corporate, labour, commercial, and other applicable laws and advise relevant departments on their impact.
- Assist in developing, reviewing, and updating company policies, procedures, agreements and internal guidelines to ensure legal and regulatory compliance.
- Maintain proper records of contracts, litigation matters, legal notices, regulatory communications, and other legal documentation.
- Perform other legal and compliance-related responsibilities as assigned by management time to time.

Required Skills & Competencies.

- Strong legal drafting, writing, and documentation skills.
- Strong organizational skills with the ability to effectively manage and monitor multiple legal matters and litigation proceedings before Labour Courts, District Courts, and High Courts, while ensuring timely compliance with all deadlines and legal requirements.
- Sound knowledge of corporate, labour, commercial, and regulatory laws.
- Ability to identify legal risks and provide practical, business-oriented solutions.
- Strong communication and interpersonal skills.
- Ability to work effectively with Senior Management, internal departments, external counsel, and regulatory authorities.
- High level of integrity, confidentiality, attention to detail, and professional judgment.

Application must include a cover letter and updated full curriculum vitae with recent cooler photograph. The applicant should provide photo copies of Xth, & Post Graduation/Graduation Certificate / Degree and must attach last pay certificate showing deduction details.

Interested candidates may send their CV's to **hr@atdcindia.co.in** and CC to **cfa@atdcindia.co.in** within 7 days of the release of advertisement (blank format attached). Only shortlisted candidates shall be called for Online/personal interview. Applications with incomplete details/non submission of supporting documents shall be rejected forthwith. ATDC reserves the right to cancel this recruitment or cancel any application without assigning any reason.