

Andhra Pradesh Urban Infrastructure Asset Management Limited

4th Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520 013 Website: [www.apurban.com](http://www.apurban.com/)

MANPOWER REQUIREMENT NOTIFICATION (MRN) FORM

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| **S. No.** | **Particulars** | **Description** |
| **1** | **Position** | Consultant-Legal |
| **2** | **No. of Positions** | 1 (one) |
| **3** | **Proposed Grade** | Sr. Officer |
| **4** | **Mode (Consultant /****Employee)** | Full Time Consultant |
| **5** | **Academic / Professional Qualifications** | Bachelor’s degree with LLB |
| **6** | **Post qualification****experience (specific requirement)** | Minimum 3 years  |
| **7** | **Reporting to** |  Company Secretary |
| **8** | **Salary / Fee range** | As per Industry Standards |
| **9** | **Scope of Work** **(If taking for more than a project, then write Project wise SoW)** | * Updating and maintaining interactive dashboards to track legal matters, compliance status and related metrics
* Creating and managing structured databases for contracts, litigation cases and other legal documents for efficient retrieval and monitoring
* Regular monitoring of relevant government or internal portals to ensure timely compliance actions and statutory submissions
* Compiling and analyzing inputs from various departments (e.g., Legal, HR, Finance, Operations) to support accurate dashboard reporting and informed decision-making
* Preparing reports to identify legal trends, highlight key risks, and support strategic legal assessments
* Assisting in drafting, reviewing and vetting contracts, agreements, and other legal documents in coordination with internal stakeholders.
* Coordinating with legal advisors, standing counsels, and relevant departments on legal and compliance matters and collating information for MIS & reporting purposes
* Performing any other tasks as may be assigned by the management from time to time
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| **10** | **Gender specific, if any** | Neutral |
| **11** | **Location** | Vijayawada (Andhra Pradesh) and travel to project site locations as and when required during the project execution |
| **12** | **Any other point, you would like to mention** | Late working depending on urgency of work to be done / meeting delivery timelines & travelling on need basis |

**Note: Apply for the above said position through Standard CV Format (to download [click here](https://www.apurban.com/2025/Standard-CV-format-APUIAML.docx)) along with detailed CV and send at: jobs@apurban.in (properly mention position name in subject line)**