

SCHEME OF SERVICE

Organisation: Gambling Regulatory Authority

Post: Legal Affairs Officer

Salary: Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Qualifications:

- A. A degree in Legal Studies or Law from a recognized institution or an equivalent qualification acceptable to the Authority.
- B. Candidates should –
 - (i) reckon at least three years' experience in dealing with court and legal matters/proceedings.
 - (ii) have good interpersonal and communication skills.
 - (iii) be assertive, tactful and capable to work under pressure.
 - (iv) have high sense of responsibility and confidentiality.
 - (v) be computer literate

Role and Responsibilities: To be responsible to the Chief Executive for all legal matters of the Authority.

Duties:

- 1. To handle court matters/proceedings pertaining to licenses as directed.
- 2. To develop, initiate, maintain and review policies and procedures.
- 3. To review compliance of licensees with the provisions of the GRA Act or any other relevant Acts.
- 4. To develop and periodically review and update Standards of Conduct for management and employees.
- 5. To collaborate with other divisions (e.g. Internal Audit, Licensing and Inspectorate Unit etc.) and direct compliance issues to appropriate existing channels for investigation and resolution.
- 6. To be the liaison with the Authority's Legal Adviser as and when required.
- 7. To respond to alleged violations of rules, regulations, policies, procedures and standards of conduct by evaluating the need for and

recommending where appropriate, the initiation of investigating procedures.

8. To provide reports on a regular basis, and as directed or requested.
9. To ensure that compliance issues/concerns with the organization are being appropriately evaluated, investigated and resolved.
10. To identify potential areas of compliance vulnerability and risk.
11. To develop/implement corrective action plans for resolution of problematic issues and provide general guidance on how to avoid their recurrence.
12. To perform such other duties related to the main duties listed above or related to the delivery of output and results expected from the Legal Affairs Officer in the roles ascribed to him.

Note: Selected Candidate may be required to work outside normal working hours including public holidays, Saturdays and Sundays.

29 January 2026