



SCOPE/HR/ Rectt.

05.01.2017

Post: Executive- Legal

Qualification: LLB

Experience: - Candidates should have 1-3 years post qualification experience of working in the Legal Department in a reasonably large organization. Person having worked in Legal Department of Govt. /PSU or similar organization will be preferred.

Job Description:

- Should be capable of doing legal drafting.
- Experience in understanding compliances and litigation relating to the company.
- Should have good knowledge of legal / compliances with excellent communication skills.
- Should have good communication skills and ability to liaison with key stakeholders, Legal Counsels, Banks, PSUs, Govt. Bodies etc on legal issues and related matters.
- Should work independently on MS Office with expert proficiency in MS Word, Excel and Presentation.

Age: 22- 35 years

Salary & Perks: As per norms of SCOPE.

How to Apply:

Interested candidates may please send their details CV clearly mentioning their Name, Date of Birth, Address for Communication & Contact Details, Qualification, Experience (from current to last), Training undertaken, Current Salary Drawn, Name of Two Referee with professional acquaintance (with contact number) with copy of credentials of experience and qualification to : **Sr. Manager – HR**, Standing Conference of Public Enterprises, Core -8, 1st Floor, SCOPE, Complex, 7 - Lodhi Road, New Delhi – 110003. Soft copy of application may also be sent at kavitasharma.scope@gmail.com / zaman.scope@gmail.com.

Application must reach **within Fifteen Days from the date of advertisement** to SCOPE. Hard copy of application must be sent by post along with documents in addition besides details are sent by mail.