

Post: Executive- Legal

Qualification: LLB

Experience: - Candidates should have 2-5 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.

Persons with good in English and having handled Contract labour , PF, ESIC issues along with exposure of dealing with Civil matters and of Labour and Civil Courts would be given preference.

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 send CV and other details:

CVs of interested candidates may please be sent with their details clearly mentioning their a. Name, b. Date of Birth, c. Address for Communication & Contact Details, d. Qualification, e. Experience (from current to last), f. Training undertaken, g. Current Salary Drawn, h. Name of Two Referee with professional acquaintance (with contact number) i. copy of credentials of experience and qualification to : **Sr. Manager – HR, HR Department**, 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 hr.scope.17@gmail.com .