

**Job description for the post of “MANAGER- LEGAL”**

**Company Profile**

India International Convention & Exhibition Centre Ltd has been incorporated as a Special Purpose Vehicle (SPV) for the implementation and development of the project with 100% equity from Government through Department of Industrial Policy and Promotion. It is a flagship project of the Government of India with an aim to develop a state-of-the-art Exhibition & Convention Facility in Sector-25, Dwarka, Delhi. It offers a mixed experience with a good location, convenient connectivity, apart from a host of other commercial facilities.

It now plans to expand its operations in its second phase the focus will be on development of hotels, shopping malls and office and commercial spaces to increase its visibility and enhance visitor experience.

To assist the Company in its growth trajectory it is looking for leaders having extensive experience in various domain areas, who will guide and shape its future course.

**KEY RESPONSIBILITIES**

1. Develop, implement, and manage legal policies, procedures, and documents.
2. Draft, review, and negotiate contracts, agreements, and other legal documents.
3. Handling litigation before different Judicial/ Quasi-Judicial Forums, Industrial/ Labour law matters, Arbitration and Conciliation matters, Drafting & vetting various legal documents.
4. Provide legal advice and guidance to management on all legal issues.
5. Monitor changes in laws and regulations and ensure compliance with applicable laws and regulations.
6. Manage litigation and dispute resolution matters.
7. Represent the company in legal proceedings and hearings.
8. Develop and maintain strong relationships with external legal counsel and other legal advisors.
9. Oversee regulatory and compliance matters.
10. Identify compliance issues that require follow-up or investigation.
11. File appropriate compliance reports with regulatory agencies.
12. Ensure that all cases are filed/defended well within the limitation period and there is timely submission of all pleadings and documents.

13. Any other work as assigned by the Management from time to time.

**Eligibility:**

- **Nationality/Citizenship:** Candidate must be a Citizen of India.
- **Age:** Not more than 37 years of age as on the last date of submission of application.
- **Educational Qualification:**

**Essential:** Must be qualified Law Graduate (Full time) or must have cleared the 5-year integrated LLB course in 01<sup>st</sup> Division from a recognised University.

**Experience:** Minimum 09 years of post-qualification experience.

**Knowledge and Skills:**

- Must possess strong domain knowledge and understanding of Corporate Laws, Corporate Governance, contract laws, registration, stamping, FEMA etc.
- Drafting of various agreements and contracts of the Company.
- Skills in organising resources and establishing priorities.
- Analytical reasoning and decision making ability.
- Ability to foster collaborative work environment in a multi-cultural and multi-ethnic environment.
- Strong interpersonal skills and the ability to work effectively with wide range of constituents in a diverse community.
- Ability to communicate effectively, both orally and in writing.

**General Conditions:**

1. Mere fulfilling the terms and conditions, requirement/qualifications will not vest any right on the candidates to be called for Interview.
2. All qualifications should be recognised by UGC/AICTE/AIU(GoI)
3. Additional weightage may be given to candidates having additional relevant qualifications.
4. Candidates, who are presently employed in Private Sector/ Banks/NBFCs & other institutions, must spell out clearly that his/her designation and scale in his present organisation is equivalent to or above of that mentioned above. These candidates are required to submit a copy of the Organisation Structure and pay scale of the present

- employment (duly signed by the candidate) to justify their eligibility for a particular post, in the absence of which the application shall not be considered.
5. Appointment shall be subject to Service and Conduct Rules of the Company as may be framed from time to time.
  6. The Company takes no responsibility for any postal delay. Application received after due date shall be summarily rejected.
  7. The Company has the right to reject any application/candidature without assigning any reason and the decision of the Company shall be final.
  8. Canvassing in any form will be a disqualification.
  9. Any changes/modifications in the advertisement will be placed on the Company's website only. Candidates applying for the post are advised to visit the websites regularly.
  10. Communication shall be sent at the Present Address mentioned by the Candidate in the application form.
  11. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material facts, his/her candidature will stand cancelled. If any of this shortcoming is/are detected even after appointment, his/her services are liable to be terminated.
  12. IICC reserves the right to conduct a written examination in case the number of application received from eligible candidates is high. The details of written examination, if any, shall be communicated to the candidates in advance and candidates have to make their own arrangements. Interviews of shortlisted candidates will be at New Delhi only. Candidates will have to make their own arrangements for travel and stay.
  13. In case of suitable deserving cases, Company reserves the right to raise/modify the eligibility criteria in minimum educational qualification and/or minimum work experience.
  14. Self- Attested photocopies of all certificates/testimonials are to be provided with the application form including:
    - a. Educational/Professional Certificates (right from Class Xth to the latest)
    - b. Experience Certificates (including Appointment & Relieving letters of all previous employers)
    - c. Caste Certificate (in case of SC/ST and OBC)
    - d. Certificate of Ex- Servicemen (incase)
    - e. Copy of last drawn Salary, etc.

No certificate in original is required to be attached with the application. DPIIT/ IICC shall not be responsible for misplacement of such certificates.

15. Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Delhi.

### **Selection Process:**

- The qualified incumbents shall be on a contract/deputation basis of “India International Convention and Exhibition Centre Limited” for a period of one year. Joining will be on an immediate basis after selection.
- A Selection Committee will be constituted to shortlist, interview and recommend the candidate.

### **Scale of Pay & No of post:**

Grade: E4- Rs. 70,000-2,00,000/- (IDA)

Post-01 (Unreserved)

### **HOW TO APPLY**

- Duly filled application form along with the resumes and other supporting documents (as mentioned above in point no 14 of General Conditions) may be uploaded on the Company’s website i.e., [www.iiccl.dpiit.gov.in](http://www.iiccl.dpiit.gov.in) (Careers> Current Opening>Apply Online) till **09<sup>th</sup> August, 2024 by 18:00 HRS.**

or

- Resume alongwith duly filled application form and other supporting documents (as mentioned above in point no 14 of General Conditions) should be sent by Speed post/ courier/ hand **super scribing on the envelope** for the post applied at the following communication address. The same should reach on or before **09<sup>th</sup> August, 2024 at 18:00 HRS.** No application shall be entertained under any circumstances after the stipulated date.

Incomplete applications are liable to be **REJECTED**. Applications shall be accepted only through any of the above-mentioned modes.

### **Address for communication:**

To,

**Assistant Manager- HR & Administration**

India International Convention & Exhibition Centre Ltd

Tower-1, 08<sup>th</sup> Floor, Jeevan Bharti Building, Connaught Place, New Delhi-110001

**Phone:** 011-23317884-8

**Disclaimer:** The Selection Committee reserves the right to close or cancel the current process without any prior intimation.

## APPLICATION FORM

(Note: Any column left blank will make the application incomplete and liable for rejection.)

- 1 Name of the position applied for :
- 2 Type of position (Deputation/Contract/  
Regular) :
- 3 Name of the Applicant (in capital) :
- 4 Father's / Husband's Name (in full) :
- 5 Present Address :
- 6 Permanent Address :
- 7 Date of Birth and age as on :
- 8 Gender :
- 9 Category :
- 10 Nationality :
- 11 Contact Number (with code) :
- 12 Mobile Number :
- 13 Email Address :



**14. Details of Educational and Professional Qualifications from Matriculation onwards.**

Educational/Professional Qualifications	Name of Institutions/ University/ Board	Passing Year	Percentage	Major Subject of Study

**15. Details of experience relevant for the advertised post and job description:-**

S. No	Organization Name	Period of Service		Designation and Current Location	Whether on regular or adhoc or deputation or contract basis	Brief description of duties	Gross Emoluments (Per Annum)
		From	To				

**Note: You may enclose a separate sheet, duly authenticated by your Signatures, if the space below is insufficient.**

16. Total work Experience :

17. Details of computer Knowledge :

18. Language(s) known :

**Declaration**

I hereby declare that all the statements made in this application form are true, complete and correct to the best of the knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or may not satisfying the eligible criteria according to the requirements, my candidature/ appointment is liable to be cancelled/ terminated.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
(Name and Signature of the applicant)