



## The Institution of Engineers (India)

8 Gokhale Road, Kolkata 700020

www.ieindia.org

The Institution of Engineers (India), the largest professional body of engineers and technologists in the country, invites applications in the prescribed format available on our website for the following position :

### **EXECUTIVE (LEGAL) ON CONTRACT**

No. of Post : 01

#### **Eligibility Criteria**

The candidate should be a qualified LLB from a recognised College/University and minimum five years post qualification experience as on 01.05.2023 preferably in Collect, examine and organize evidence and other legal documents for attorney review and case preparation, draft and proofread correspondence and legal documents, such as pleadings and contracts, research regulations, laws and legal articles to assist with the preparation of reports, case files, legal advice, manage legal billing, organize and maintain documents in paper or electronic filing systems, provide general administrative assistance, such as maintaining the attorney's calendar, etc. and any other work assigned by HoD/Secretary and Director General of IEI from time to time.

The Candidate would also be required to enrol in Bar Council.

#### **Application Format : ANNEXURE-A**

**Age :** Applicant should be below 35 years of age as on 01 May 2023.

**Nature of Appointment :** The appointment will be on contractual basis for a period of two years.

**Compensation :** Rs.50,000/- consolidated per month on contractual basis.

**Location :** IEI Headquarters, Kolkata

#### **APPLICATION PROCESS**

The applicant shall submit the application (in MS Word format only) latest by **26 June 2023** in the prescribed format by e-mail to THE SECRETARY & DIRECTOR GENERAL and two sets of hard copies of the application with all relevant enclosures have to be posted to the following address in an envelope superscribing "**Application for the post of Executive (Legal) on Contractual Basis**". Application sent only by Email will be summarily rejected.

The Secretary & Director General  
The Institution of Engineers (India)  
8, Gokhale Road, Kolkata 700020

Email ID : sdg@ieindia.org

Application No. (to be filled by the office) \_\_\_\_\_



**The Institution of Engineers (India)**  
 8, Gokhale Road, Kolkata - 700020

**APPLICATION FORM**  
**FOR THE POST OF EXECUTIVE (LEGAL) ON CONTRACTUAL BASIS**

Location : IEI Headquarters, Kolkata

1. Name in Full: (Pl. underline surname)																					Paste a passport size recent photo
2. Name of Father :																					
3. Personal status:	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Male	<input type="checkbox"/> Female																	
4. Mailing Address :																					
																			Pin :		

e-Mail id : \_\_\_\_\_

Mobile No.: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Landline No.: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Permanent Address :

																		Pin :		

5. Date of Birth : 

--	--	--	--	--	--	--	--	--	--

 6. Nationality : 

--	--	--	--	--	--	--	--	--	--

  
 D D M M Y Y Y Y

7. Present Employment :

Designation	
Organization	
Date of Joining	
Salary	
Total monthly emoluments	
Main Responsibilities	

8. Educational Qualifications :

Class-X, Class-XII & Degree(s)	College / University / Institution	Year of Joining	Year of Leaving	Percentage of Marks	Class / Division

9. Professional Training (not leading to a degree) :

10. Employment Records and Experience (Attach a separate sheet if necessary):

Name and Address of Organization	Designation with Job Description	Dates		Period	Salary	Field of Experience
		From	To	Year & Month		

11. Statement of Objectives: (Use separate sheets)

(A) Please indicate as to why you wish to join Institution of Engineers (India).  
(Up to 200 words)

(B) How in your opinion do you meet the job requirements as advertised ?  
(Up to 200 words)

12. Names and Addresses of **two Referees** (at least one of them should be familiar with your recent work) :

	Referee 1	Referee 2
Name		
Occupation or Position		
Address		
Phone No.		
Mobile No.		
e-mail		
Fax No.		

13. Details of relationship (if any) with Council Member of IEI / employee working at IEI :

(i) Name :

(ii) Associated with IEI as :

(iii) Relationship :

14. List of Attachments:

Self attested photo copies of certificates/ testimonials in proof of

(i) Date of Birth (Class-X Certificate / Admit Card)

(ii) Qualification

(iii) Experience

**Note: Incomplete and/or erroneous applications are likely to be summarily rejected. If any query is not applicable to you, please write NA against it.**

15. **Declaration:** I hereby declare that I have carefully read and understood all the instructions of the Advertisement and that all entries in this form as well as the attachments are true to the best of my knowledge and belief. If at any point of time it is found that incorrect information has been furnished by me or there has been suppression of fact by me regarding age, qualification or experience, my candidature shall be summarily rejected or if in the employment, this shall be terminated immediately.

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

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

\_\_\_\_\_  
(Signature of Applicant)

=====

The candidate should send two sets of hard copies of the application IN THE PRESCRIBED FORMAT ONLY in an envelope superscribing clearly “**APPLICATION TO THE POST OF EXECUTIVE (LEGAL) ON CONTRACTUAL BASIS**” with all relevant enclosures and this must reach the following address on or before **26 June 2023** :

The Secretary & Director General  
The Institution of Engineers (India)  
8, Gokhale Road, Kolkata 700020