

# HEMISPHERE PROPERTIES INDIA LIMITED

(A Government of India Enterprise)

Room No. 0923, 9th Floor Sankalp Bhawan, GPOA-II, Kasturba Gandhi Marg, New Delhi 110001

## VACANCY NOTICE

2025-26/02 dated 11.02.2026

### RECRUITMENT FOR VARIOUS POSTS IN HPIL ON CONTRACTUAL BASIS

Hemisphere Properties India Limited (“HPIL”) is a Central Public Sector Enterprise (CPSE) under the administration of Ministry of Housing & Urban Affairs having office at Sankalp Bhawan, New Delhi.

HPIL invites applications for Assistant Manager (Land) & Legal Officer to be filled-up on a full time Contractual Basis:

#### A. ELIGIBILITY CRITERIA:

Requirement	Assistant Manager (Land)	Legal Officer
Vacancy	1	1
Age Limit as on 31.12.2025	40yrs	40yrs
Qualification	<ul style="list-style-type: none"><li>B.Tech (Civil) / B. Arch. / Diploma in Civil Engineering/ Architecture (recognized university/institution).</li></ul> <p>Note : Candidates who have MBA (Marketing/Finance) in addition to the aforesaid qualification will be preferred.</p>	<ul style="list-style-type: none"><li>Degree in Law (LLB / BA LLB) from a recognized University/Institute approved by the Bar Council of India with a minimum of 55% marks.</li></ul>
Experience	<ul style="list-style-type: none"><li>The candidate should have a minimum of two years’ (02) experience in the field of Civil Engineering or Architecture.</li><li>Preference will be given to candidates with experience in PSUs or Government Departments, as well as those possessing additional relevant qualifications. However, candidates presently working in PSUs or Government Departments shall apply through proper channel and have to bring No objection certificate (NOC) from their present</li></ul>	<ul style="list-style-type: none"><li>Minimum 3 years of post-qualification experience as an advocate or Law Officer.</li><li>Experience in handling legal matters, specifically in real estate or land matters.</li><li>Experience in representing entities / handling matters, before the Supreme Court/High Court, NCLT / NCLAT, or Arbitration forums.</li></ul> <p>Note : Experience in handling matters pertaining to CPSE or Government Institutions will be</p>

	<p>employer at the time of interview.</p> <ul style="list-style-type: none"> <li>• Additionally, candidates with experience in tendering and the bidding process of projects will be preferred.</li> </ul>	preferred.
Tenure of engagement	The engagement shall be on contract basis initially for a period of 01 (one) year. The contract could be extended further depending on assessment of performance and depending on the requirement. The contract can be terminated by either side at any time, by giving one month's notice.	
Job Profile	<ol style="list-style-type: none"> <li>Manage on-site operation.</li> <li>Oversee all onsite and offsite constructions activities to ensure compliance with building and safety regulations, while directing projects from conception to completion.</li> <li>Review and analyze maps, layouts, and drawings using AutoCAD and GIS software.</li> <li>Prepare internal and external reports on project status and progress.</li> <li>Plan proactively to prevent potential issues and resolve emerging problems in a timely manner</li> <li>Oversee site maintenance.</li> <li>Manage project budgets, monitor expenditures, and control costs to ensure financial efficiency.</li> <li>Monitor and ensure site security arrangements.</li> <li>Liaison with Authorities, as and when required.</li> <li>Ensure adherence to quality construction standards and the use of proper construction techniques.</li> <li>Analyse, manage and mitigate project-related risks</li> <li>Negotiate terms of agreements, draft contracts and obtain permits and licences</li> </ol>	<ol style="list-style-type: none"> <li>Legal Research: Conduct analysis and research on various legal matters affecting the company.</li> <li>Drafting &amp; Vetting: Responsible for drafting and legal vetting of contracts, agreements, leases, bank guarantees, petitions, appeals, affidavits, applications etc. to be filed before various Courts.</li> <li>Litigation Management: <ul style="list-style-type: none"> <li>• Liaise with the Legal Counsel or other appointed Advocates of the Company and monitor cases pending in various courts and tribunals.</li> <li>• Maintain the court cases record and follow up and report to management about the outcomes on day-to-day basis and ensure compliance of direction/order of courts.</li> <li>• Preparation of Para-wise comments/reply of court cases and appearing before courts on the notice of court.</li> </ul> </li> <li>Advisory: Provide legal opinions to management and ensure statutory</li> </ol>

	<p>m) Tender preparation, Bidding process and evaluation as per applicable rules and guidelines.</p> <p>n) Any other task decided by Management.</p>	<p>compliance with the Government Departments.</p> <p>5. Land Matters: Work on the mutation and registration of land parcels, liaison with local revenue authorities and obtain necessary permissions from them as and when required.</p> <p>6. Miscellaneous matters: Any other duty as may be assigned by the management.</p>
Basis of Selection	Walk in interview	
Last date of application	28.02.2026	
Remuneration	<p>The selected candidate will get monthly remuneration of Rs.50,000/-(all inclusive)</p> <p><b>Note:</b> No travelling or other allowances will be paid to the candidate for the purpose of interview or for joining the post.</p> <p>Other allowances: No other facilities like DA, accommodation, telephone, conveyance/transport, LTC etc. would be admissible. The employment will be strictly contractual and the said employment can be terminated at any time without assigning any reason by giving one month's prior notice</p>	
HPIL reserves the right not to fill the above position without assigning any reasons		

## B. SELECTION PROCESS:

- a) Suitable candidates will be shortlisted, based on their eligibility/experience in the relevant field and may be called for interview.
- b) The Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement or to cancel/postpone the entire process at any stage due to any administrative reasons.
- c) The minimum post qualification experience required against each posts shall be counted on the basis of Experience certificate /proof of employment/ salary slips etc. with private sector organisations or Govt. organisation.

- d) All updates and information regarding the advertised post shall be updated on the website of HPIL i.e. [www.hpil.co.in](http://www.hpil.co.in) only. The candidates are required to visit the website on regular basis. Further, all correspondences regarding recruitment process shall be communicated on the e-mail address provided by the candidates at the time of application.

### C. PROBATION

After joining, the employee has to undergo a probation period of three (03) months.

### D. RESIGNATION:

The employee shall serve a period of one month after serving the notice of resignation to HPIL. A resignation without serving a period of one month from the date of notice of resignation shall not be accepted by HPIL.

### E. HOW TO APPLY:

Applicants should send their application, as per the enclosed Format (Annexure A) through email on [info@hpil.co.in](mailto:info@hpil.co.in) and [contactushpil@gmail.com](mailto:contactushpil@gmail.com) on or before 5:00 PM of 28.02.2026.

### F. GENERAL INSTRUCTIONS:

- a) The Assistant Manager–Land position is transferable and the selected candidate may be posted at any HPIL project location; the current project is in Delhi. The Legal Officer position is based in Delhi.
- b) Applicants have to submit a copy of his application with complete documents before the due date of submission i.e. on or before 5:00 PM 28.02.2026.
- c) Before applying, the candidate should ensure that he/ she fulfils the eligibility criteria and other norms mentioned in this advertisement.
- d) Experience and Age will be counted on 31.12.2025. In the event of extension of application window, the cut-off date in respect of experience and age shall remain same as stipulated in this advertisement.
- e) The application should be supported with the following documents, duly self- attested:
  - (i) Copies of educational certificates i.e. class X, class XII, Graduation, Post-Graduation, Master etc. (**Matriculation onwards to essential and latest qualification documents**)
  - (ii) Appointment orders/joining orders/Service certificate(s)/Experience certificates for all employment including present employment.
  - (iii) For Legal Officer, mandatory documents are as under:
    - Degree ( LLB/ BA LLB)
    - Bar Council Registration Certificate
    - All India Bar Examination Pass Certificate/ Result
    - Valid I card issued by Bar Council/ Any Bar Association

- For candidates working in a Company: Experience certificate issued by previous / present Employer.
  - For practicing lawyers : Copy of ten (10) orders passed by the Hon'ble Courts wherein the candidate has appeared or Copy of 5 Vakalatnamas filed in the name of the candidate.
- (iv) Copy of Aadhar Card & Pan Card.
- (v) Any other essential and relevant documents.
- f) Queries, if any, in respect of the present employment may be sent to [info@hpil.co.in](mailto:info@hpil.co.in) / [contactushpil@gmail.com](mailto:contactushpil@gmail.com)
- g) Shortlisted candidates will be informed on their email address as mentioned in their application form and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
- h) Incomplete applications, applications without complete essential documents, Application without prescribed application format or applications received after closing date shall not be accepted and will be summarily rejected. HPIL will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.
- i) Canvassing in any form shall disqualify the candidate.
- j) In case it is found at any stage of the recruitment process that a candidate does not fulfil any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), in such case, his/ her candidature will stand cancelled. If any of these shortcoming(s) is/ are found even after appointment, his/ her services shall be summarily rejected.
- k) In case of any dispute relating to interpretation or any other issue, the decision of the HPIL Management shall be final and binding.

For Hemisphere Properties India Limited

Director

**(Annexure – A)**

Affix your  
latest passport  
size  
photograph

**VACANCY NOTICE** (2025-26/02 dated \_\_02.2026)

Application for the post of \_\_\_\_\_

**A. PERSONAL DETAILS: -**

1	Applicant's Name	
2	Father's Name/Husband's Name	
3	Date of Birth (DD/MM/YYYY)	
	Age as on (CLOSING DATE) i.e. 31.12.2025	..... Years.....Months Days
4	Gender (Male/Female)	
5	Category (UR, OBC, SC, ST, PWD)	
6	Communication Address	
7	Permanent Address	
8	Contact No. (with STD code)	Mobile: 1  Mobile : 2  E-mail ID (Mention in CAPITAL LETTERS ONLY)
9	Aadhar no. PAN	

10	Experience of relevant Post	
	Tendering and Bidding Process of Projects experience, if any. Give details in short	

**B. EDUCATIONAL DETAILS (Matriculation onwards in Chronological Order)**

S N	Qualification	Name of Board/Institute/ University	Year of passing the	Division/Grade/ Percentage

**C. DETAILED EXPERIENCE (Starting from Latest Employment)**

S.N	Period		Designation	Organization	Type of Org. i.e. CG/SG/PSU etc.
	<u>From</u>	<u>To</u>			

Total work experience in the relevant field..... Years----- months

**(KINDLY ENCLOSE CURRICULUM VITAE (CV) FOR DETAILED WORK EXPERIENCE)**

**D. OTHER DETAILS; -**

1	Whether any punishment awarded in Last 05 years.	Yes/No
	If yes, please furnish details	
2	Whether any disciplinary Action/inquiry is contemplated against the applicant.	Yes/No
	If yes, please furnish details	
3	Time required for joining, if selected	

**E. SUPPORTING DOUCMENTS ENCLOSED; -**

S N	Supporting Document	Attached (Yes/No)	Remarks (if any)
1	Age proof (matriculation Certificate/Mark-sheet)		
2	Essential Qualification Degree, Certificates and Mark sheets		
3	Appointment Orders, Joining Orders.		
4	Experience Certificate(s) and relieving certificates		
5	Bar Council Registration Certificate		
	All India Bar Examination Certificate		
	Valid I card issued by Bar Council/ Any Bar Association		
6	Last 3 months Salary slip /promotion/increment order		
7	Document fulfilling of Relevant exp. criteria		

**DECLARATION**

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled at any point of time if any information/declaration is found incorrect/false/suppressed.

**(Signature of the candidate)**

Date:  
Place: