

**Invitation of applications for appointment as Young Professionals in
WAPCOS Limited.**

1. WAPCOS Limited proposes to empanel Young Professionals for undertaking specific and time-bound assignments. The empanelled candidates possessing the requisite qualifications and fulfilling the prescribed eligibility criteria may be engaged as Young Professionals, as and when required by the Company, during the validity period of the panel.
2. Applications from eligible candidates are invited in the enclosed pro-forma (Annexure-D) along with the copies of certificates of Qualification.
3. Applications received incomplete or after due date will not be accepted. WAPCOS Limited will not be responsible for non-receipt / late receipt of the application / any communication duly to postal delay or any other reason. Only shortlisted candidates will be intimated and called for interview.
4. The duly filled application forms along with relevant documents should be submitted in the format given in Annexure-D and reach General Manager (HR), WAPCOS Limited, 76-C, Institutional Area, Sector-18, Gurugram-122015 on or before 08.10.2026.

The Envelope containing the duly filled-up application should be super-scribed as:

“APPLICATION FOR THE POST OF : _____”
Addressed to:
Chief Manager (HR) 76-C, Institutional Area, Sector-18, Gurugram-122015

5. The application should be supported with the following documents, duly self-attested:
 - Copies of Educational Certificate. (Matriculation Onwards).
 - Work experience Certificate issued by the employer(s).
6. Candidates would be required to furnish original documents for verification before the selection process/interview. In absence of original documents and if any of the information furnished in application is found to be false at any stage candidature would be cancelled.
7. The Company reserves right to reject any application without assigning any reason for it and also revise the number of vacancies and Terms and Conditions of engagement of Young Professionals.
8. **GENERAL INSTRUCTIONS:**
 - i. Complete filled-up application should reach the office on or before 08.10.2026.
 - ii. Incomplete or application received after due date shall not be accepted.
 - iii. Without supporting documents application will be summarily rejected.
 - iv. Shortlisted candidates will be informed on their E-Mail address and they will have to appear for the interview on the scheduled date and time with all original documents/testimonials.
 - v. No TA/DA will be paid for appearing for the interview.

Terms & Conditions

S. No.	Particulars	Details		
1.	Name of Post	Young Professional		
2.	Number of Posts	Young Professional (Legal)		17 Nos.
		Young Professional (Finance)		10 Nos.
		Young Professional (Contract Management)		06 Nos.
		Young Professional (Mass Communication)		04 Nos.
3.	Qualification	Post	Essential Qualification	Desirable Qualification
		Legal	LL.B. from a reputed/recognized Institution/University.	LL.M./specialization in Corporate Law, Contract Law, Infrastructure Law, Arbitration or related fields.
		Finance	M.Com / MBA (Finance) / CA from a reputed/recognized Institution/University.	Additional qualification/ certification in Finance, Accounting, Taxation or Financial Management.
		Contract Management	B.E./B.Tech., preferably in Civil Engineering, from a recognized University/Institution, with experience in Contract Management.	Post Graduate qualification in Construction/Project/Infrastructure/Contract Management. Knowledge of FIDIC/standard contract conditions shall be desirable.
		Mass Communication	Degree in Mass Communication/ Journalism from a reputed/recognized Institution/University.	Post Graduate Degree/Diploma in Mass Communication, Journalism, Public Relations or Digital Media, with proficiency in content writing and digital communication.
4.	Experience	1-2 years post qualification experience in relevant field.		
5.	Age Limit	Not Exceeding 30 years		
6.	Method of Engagement	Short term on basis.		
7.	Period of Contract	The tenure of Young Professionals is initially for one year, extendable up to 2 years on yearly basis, subject to satisfactory performance. The decision of WAPCOS Limited shall be final in this regard. No right will be accrued in favour of the Young professional regarding renewal of contract, absorption in service, etc.		
8.	Remuneration	Experience		Salary
		1 year		₹40,000
		2 years		₹50,000
9.	Validity of Panel	01 year from empanelment		
10.	Other Terms of Engagement	(i) The Young Professionals will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, House Rent Allowances etc. However, in case, he/she is required to travel outside Delhi in the context of the work/assignment, the WAPCOS Limited shall reimburse the actual cost of travel and daily allowance as per the Rules/regulation of the Company.		

		(ii) The Young Professionals will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc. (iii) The Young Professionals shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, the Young professional shall not draw any remuneration for the absence in case of absence beyond 08 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year. (iv) The Young Professionals will be required to discharge the duties as assigned to him/her by WAPCOS Limited (v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the WAPCOS will issue TDS Certificate(s). (vi) The Young Professionals shall, in no case, work for or represent in court or before any other authority, tribunal etc. or give opinion/advice to any person other than WAPCOS in any matter during the period of his/her engagement with WAPCOS Limited. Further, in no case, the Young Professionals shall act, or conduct anything with regard to any person or render any advice to WAPCOS which is adverse to the interest of the company. (vii) The contract of Young Professionals may be terminated, after giving one month notice, in following situations: • If the Young Professional is unable to do the assigned work. • Quality of the assigned work is not to the satisfaction of the WAPCOS. • If the Young Professional is absent from duty without due authorization. • If the WAPCOS elects not to renew the contract of the Young Professionals at the end of period. (viii) Termination shall be effected by written notice of 30 days served to the Young Professionals. The termination will be without prejudice to either party's rights accrued before termination (ix) Company reserves the rights to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconduct. (x) The Young Professional is required to give 30 day's notice to the WAPCOS in case he/she opts to quit the assignment. (xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only. (xii) The person who has worked as Young Professionals shall not disclose the information received by him/her during the period of such engagement to any person other than WAPCOS Limited at any time whether during continuance of such engagement or after its severance. Further, the Young Professionals shall not represent, advise or work for any person for 02 years from the date of termination which may be detrimental to the WAPCOS Limited.
11.	Selection process	Selection of the Young Professionals will be done on the basis of personal interview by a Selection Committee. Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their Certificates, in original for verification.
12.	Attendance and working days	(i) The working hours of the young professionals shall be same as regular employees working in WAPCOS Limited. No extra remuneration shall be allowed for working beyond office hours or on

		Saturdays/Sundays/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority. (ii) The attendance shall be marked in the Bio-metric system.
13.	Confidentiality and Secrecy	(i) During the period of assignment with WAPCOS Limited, the young professionals will not divulge any information gathered during the period of his/her assignment to anyone who is not authorized to know the same. (ii) Selected candidates shall provide integrity certificates from 2 references known to them. (iii) A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her.

APPLICATION PROFORMA

Affix Latest
passport size
photograph
duly self-
attested across

APPLICATION FOR THE POST OF: _____

A. PERSONAL DETAILS:

S.No.	Particulars	Details
1.	Applicant's Name (As Per Matriculation Certificate)	
2.	Father/Mother/Husband's Name	
3.	Date of Birth (DD/MM/YY)	
4.	Age as on (____, ____) (As per Matriculation Certificate)	_____ Years _____ Months _____ days
5.	Gender	
6.	Address for correspondence	
7.	Permanent Address	
8.	Contact No./Mobile No.	
9.	E-Mail	

B. Academic Qualification (in reverse order, starting from the latest):

Sr.No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division/Grade / Percentage	Distinction (if any)

(*Attach separate copy if required.)

C. Professional Qualification (in reverse order, starting from the latest):

S.No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division/Grade / Percentage	Distinction (if any)

(*Attach separate copy if required.)

D. Academic Achievements:

E. Experience Details:

Sl.No.	Name of Organisation	Designation	Period		Total period	Place of Posting	Responsibilities in brief
			From (date)	To (date)			

(*Attach separate copy if required.)

- Total work experience (in years): _____
- Work experience in relevant field (in years): _____

F.	Current Work Profile	Organization : _____
		Position : _____
		Date of Appointment : _____

G. A short note on your suitability for the post.

I, _____, hereby undertake that the above information is correct and nothing material has been concealed.

Name & Signature of the applicant

Date: _____
Place: _____