



Lex Protector International Law Office -Details of Recruitment Process for 2017-18 Session

Job Description:

- Job Title- Junior Legal Associate
- Number of Vacancies- TWO
- Location- Ahmedabad (Gujarat)
- Key Area of Work- Intellectual Property Rights and International Commercial Law
- Minimum Qualifications required:

Good Drafting Skills

Good Research Skills

Good Communication Skills

Basic knowledge about Intellectual Property Law

Proficiency in English Language

- Experience: No prior experience required for Freshers.
- Other Required Attributes:
 - ✓ Candidates having their Place of Residence as Ahmedabad will be preferred. However, mere provision of preference doesn't give a candidate upper hand over other deserving candidates from different location(s).
 - ✓ Students interested to do LLM after their graduation are requested not to put in their names for the recruitment program.
 - ✓ Interviews will happen within our office premises only. Students have to arrange for their own transportation.

Head Office: Plot No. 475/1522,
DAV - CRPF Road, Nilakhanta Nagar, Nayapalli,
Bhubaneswar, Odisha, Pin – 751012, India.
Tel : +91 -674 60577326 Mob: +91 90400 77326

Branch Office: A-805, 8th Floor, Premium
House, Opp. Gandhi Gram Railway Station,
Ahmedabad, Pin – 380009, Gujarat, India
Mob: +91 80939 84658



Selection Process

Step 1: Collection of Resumes and Shortlisting for Interviews

- Our process for recruitment will start with Interview of candidates whose resumes are provided by the college on our request. The interview will be conducted at our office premises in Ahmedabad.
- On the basis of interview, we'll shortlist candidates as interns for a period of one month.

Step 2: One month Internship

- On the basis of selected candidate's performance, he will be given an offer to work with the firm as an intern for a period of one month at our Ahmedabad Office.
- Only after successful completion of the internship, the candidate will be given an offer to pursue a two month Traineeship with the firm.

Step 3: Traineeship

- On the basis of candidate's performance in the internship, we'll offer a traineeship which will continue for a period of two months at our Ahmedabad Office starting from the month following the one month internship.
- This Traineeship will be a paid training program of two months in which the candidate will be paid a stipend of INR6000 for working with the firm.



Step 4: Absorption of Candidate as a Junior Legal Associate

- After successful completion of both the one month internship and two month Traineeship, the candidate will be absorbed as a Junior Legal Associate.
- Among other terms that will become applicable after permanent traineeship, the candidate will be required to submit certain documents like character certificate, mark-sheet, provisional certificate (in absence of degree), etc. without which his/her candidature shall remain on hold. The candidate will continue to work as a permanent trainee until the required documents are submitted by him/her.

Other Important Points:

- ✓ The office timings and other details will be provided to the candidate during the interview itself.
- ✓ Only after successful completion of the permanent traineeship, a candidate will be absorbed as a Junior Legal Associate with our firm.
- ✓ Candidate who has finished the traineeship of two months and is all set to be absorbed as an associate will be required to sign an undertaking promising his affiliation with the firm for a period of minimum one year.
- ✓ CTC after completion of the Permanent Traineeship for a Junior Legal Associate will be 1.8 Lakh p.a. (i.e. Rs.15,000 p.m.). Other details about the employment will be communicated in the offer letter that will be given after completion of Permanent Traineeship.



Requirements at College's end:

- ✓ Our interview process will be off-campus. Interview will be conducted by the representatives of Lex Protector International Law at our Ahmedabad Office.
- ✓ Ensure that the information provided by the aspirants in their resume is correct. Lex Protector International Law Office Reserves the right to cross check or establish the veracity of the claims made by a candidate in his/her resume.
- ✓ We intend to recruit not more than 2 candidates as of now. However, the number of candidates selected for one month internship on the basis of interview may exceed the number of available vacancies.
- ✓ Candidates who are not selected in the interview may still have a chance if the selected students couldn't display the kind of potential required for the post during their one month internship with us.
- ✓ Students who are given chance due to below average performance or non-professional attitude of the earlier selected students won't have to undergo an interview again.
- ✓ We'll notify the dates for interview only after we receive CVs from your end.
- ✓ Interviews will be conducted at our Ahmedabad office. Students can also directly reach out to us as per their convenience.
- ✓ The dates for interview will be flexible. Students can arrange the date of interview by talking to HR directly via email if they have any trouble coming on the assigned day of interview.

Lex Protector International Law Office reserves its rights to make alterations in these terms as and when required. Discretion with respect to relaxation of any of the specified term(s) of this policy in exceptional circumstances vests absolutely with Lex Protector International Law Office.

Please feel free to contact us at career@lexprotector.com in case of any doubt(s).

/Mamata Nayak/

(Lex Protector International Law Office)