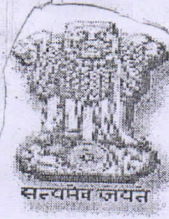


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भारत सरकार / GOVERNMENT OF INDIA

कारपोरेट कार्य मंत्रालय / Ministry of Corporate Affairs

प्रादेशिक निदेशक का कार्यालय (पूर्व क्षेत्र) / Office of the Regional Director (ER)

निजाम पैलेस,दुसरा एम एस ओ बिल्डिंग, तीसरा तल/Nizam Palace, 2nd M. S. O. Building, 3rd Floor
आचार्य जगदीश चन्द्र बोस रोड 234/4, Acharya Jagadish Chandra Bose Road

कोलकाता / KOLKATA - 700 020.

File No: RD/Legal/28391/18 / 358

Date: 11/04/2019

To

✓ 1. The Principal
Surendranath Law College
24/2 Mahatma Gandhi Road
Kolkata-700 009

2. The Principal
Jogesh Chandra Chaudhury Law College
30, Prince Anwar Shah Road
Tollygunge
Kolkata-700033

3. The Registrar
The WB National University of
Juridical Sciences
Dr. Ambedkar Bhavan
12, LB Block, Sector III
Salt Lake City, Kolkata - 700098

4. The Principal
South Calcutta Law College
6/1, Swinhoe Street
1st Floor, Kolkata - 700019

Sub: Engagement of fresh law graduates/ under graduate law students on pro-bono basis for assisting litigation work at this Directorate- reg.

Sir/Madam,

With reference to the subject cited above I am directed to draw your kind attention to the fact that the Ministry of Corporate Affairs has decided to engage fresh law graduates/ under graduate law students on pro-bono basis for assisting litigation work at the Ministry headquarters as well as in its field offices. Accordingly, this office following the suit intends to engage fresh law graduates/ under graduate law students on pro-bono basis and invites resumes for this purpose. The under-graduate law students will be engaged for a period of 3 months and that for the fresh law graduates will be 6 months. The fresh law graduates/ under graduate students will be designated as legal trainees once they have accepted the offer and they will be required to carry out following works:-

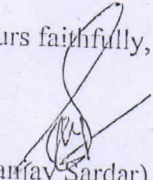
1. Preparation of complete case sheets including brief history and orders passed in prosecution for compoundable/ non-compoundable offences pending with this office.
2. Preparation and maintenance of up to date status and age of the prosecutions for compoundable/non-compoundable offences pending with this office.

3. To assist legal department to prepare, file and monitor the litigations and it will include but not limited to drafting of fresh complaint petitions, counter affidavits etc., preparation of brief of each cases, updating status of each pending case and service in the matter, completion of case file and other ancillary tasks.
4. To accompany and help the company prosecutor/ concerned officer to the Courts/ Tribunals for assisting / observation of proceedings.
5. To do any other related works.

After completion of training period as mentioned above, the legal trainees will be issued a certificate acknowledging their contribution under signature of the Director (Legal & Prosecution), Ministry of Corporate Affairs. In view of the above, you are requested to kindly give the abovementioned scheme wide publicity among your students, call for resumes from the interested candidates and send them to this Directorate in order to proceed further in the matter.

This is for kind information and necessary action. Your kind cooperation in this regard is highly solicited.

Yours faithfully,


(Sanjay Sardar)
Deputy Director