

Careers – Recent Graduates

Recent Graduate Scheme is part of our annual recruitment cycle.

This career page is for recent graduates (0 – 3 years) who wish to apply to work at our Law Practice. Applicants seeking positions in the Chamber must read the following information prior to making enquiries with their CVs. It is requested that only Applicants who fulfil the mandatory criteria, can apply under the Recent Graduates Scheme. Our team expansion is undertaken only as and when requirements arise. If Applicants (who make speculative enquiries with CVs) are shortlisted for the interview rounds, they will be notified by emails.

If Candidates are applying as a result of a recruitment campaign after seeing an opening on any web based source, they are requested to clearly indicate the same in their applications.

Previous Experience

The previous experience of 0 – 3 years may be related to work in law firms, law chambers, corporate in-house divisions or government departments.

Candidates applying for the position must fulfil the following criteria:

- Law Degree from a recognized University in India [minimum 60% aggregate]
- Enrolment with the Bar Council
- Proficiency in written and spoken English
- Legal Research knowledge & skills (Web based and Legal Database)
- Proficiency in using computers specifically MS Office, Search Engines
- Proficiency in using Video Conference platforms (e.g., Zoom, WebEx etc.)
- Internship Experience in Law Chambers/Law Firms/Chambers of Law Counsels
- Have a Bank Account and provision to receive NEFT/RTGS/IMPS payments
- PAN Card & Aadhaar Card (both mandatory)
- Fluency in spoken Hindi/Bengali

Applicants must exhibit fulfilment of the aforsaid mandatory requirements clearly in their CVs or covering letters. Recent graduates (without experience) are welcome to apply but must have the aforsaid requirements for their CVs to be considered.

Candidate Attributes (desirable):

- Excellent written communication skills and drafting skills
- Initiative and proactivity
- Maturity and gravitas
- Great time management skills
- Ability to quickly adapt to styles/formats/templates followed in the Chamber
- Keenness to learn
- Team player
- Demonstrable public speaking/presentation skills

Additional Preferences (not mandatory):

- LLM Degree or PG Certificate/Diploma in Laws from a recognized University;
- Previous Experience in appearing/assisting Seniors before any legal forum;
- Previous Experience in transactional/advisory work

Expected Role in Law Chambers:

The following is not an exhaustive but only an *indicative* list.

- Drafting Petitions and applications for various forums including but not limited to Consumer Commissions, Civil Courts, Tribunals, Criminal Courts, NCLT, High Courts, Supreme Court of India;
- Drafting Notices, Agreements, MOU, Contracts, Term Sheets for various industry sectors including but not limited to laws covering Commercial, Property, Technology, Consumer Protection, Company, Intellectual Property, Banking, Municipal, Education, Immigration, Taxation, Finance among others;
- Assisting other Associates, Senior Associates, Advocates, Senior Counsels during cases, arbitrations, mediations, conferences or contract negotiations;
- Briefing panel Counsels for cases, arbitrations, mediations and conferences;
- Legal Research including databases (SCC Online, Manupatra); Web Research;
- Using MS Office & Adobe; Using Emails (Gmail, Outlook etc.);

- Appearing as arguing Counsel/Junior Counsel in cases before various Courts on behalf of the Chamber's clients;
- Participating in registrations and conveyances for the Chamber's Clients;
- Associates must maintain good rapport with Chamber Clients and colleagues;
- Associates may also be required from time to time, upon delegation from Seniors/other Associates in the Chamber, to communicate with Clients about status update regarding cases/transactions/projects/registrations;
- Associates are required to be able to explain complex legal proceedings, legal issues, statutes and/or concepts to clients or their in-house teams through face to face or virtual conferences;
- Associates are often required to prepare case proceeding notes for Clients; Associates are responsible for regularly keeping seniors/teams up-to-date of the progress of a case/project/transaction etc. by creating reports/notes (where directed) and/or communicating verbally or through other platforms (emails, video conferencing i.e., Zoom, WebEx, Skype etc.)
- Ability to manage several projects/cases simultaneously;
- Adhering strictly to confidentiality and non-disclosure requirements;
- Ability to work independently and collaborate with others; ability to work both on-site and remotely for various projects;
- Ability to travel anywhere in India or abroad on behalf of the Practice to attend client meetings, arbitrations, mediations, contract negotiations or litigation

The Team:

The Litigation, Advisory & Transactions teams of our Law Practice work with a range of clients (including corporate, institutional and private) in diverse laws across a number of specialist industry sectors. We regularly work with start-ups, MSME and even larger corporates. The teams work on a broad scope of dispute resolution and non-contentious assignments as well as transactions (corporate restructuring and property related). The Practice periodically looks to expand the in-house team and

the roles would ideally suit bright and enthusiastic **Recent Graduates**. We seek Associates with outstanding people skills who are looking to develop their careers within a wonderful team that excels in litigation, advisory and transactions work. The successful candidates must be effective team players. They shall be required to build and maintain effective rapport with existing/new clients and also play active roles in various client development initiatives of the Chambers.

Application Procedure:

CVs/Resumes sent by email shall only be considered. CVs must be sent to lincolnlawchambers@gmail.com and addressed to the **Recruitment Team, LLC**.

Only **Shortlisted** applicants will be informed about Interviews.

Applicants must send their **updated** CVs only in **PDF** with a passport sized photograph (affixed as part of the PDF). No other document formats are accepted for the application. Applicants who have their CVs in MS Word or any other format must convert the same to PDF prior to sending them to the Recruitment Team.

Please note that there are strictly no walk-in interviews or dropping of CVs in person. CVs dropped in person shall not be considered. CVs must be emailed (in the appropriate format only) to be eligible for consideration by the Recruitment Team.

Interview Rounds:

First Virtual Round: Candidates who are shortlisted shall be intimated via email about Interview Rounds and the schedule. Please note that due to social distancing protocols in the Chamber, we are only conducting **Virtual Interviews for the first round**. Applicants will need to use Zoom to participate in the Interviews. Applicants may also be asked to take an **online quiz** during the Interview. As writing is an essential requirement for the position, Applicants are welcome to show any evidence of their writing skills through previously written articles, blogs, any works in white papers or journals or any other publication(s). Applicants are welcome to send one written work along with their CVs to evidence their skill or send a URL/web link for their online blogs/articles/papers etc.

Final Round: Applicants successfully moving to the **final round** may need to attend the Chamber to interact with existing Associates and may also be required to participate in evaluation assignments to showcase their work skills (e.g., team player, leadership, research, writing and speaking).