



WWW.LEDROITINDIA.IN

ABOUT LEDROIT INDIA

LeDroit India is one of India's fastest-growing legal education platforms, established in 2020 with the vision of bridging the gap between academic learning and practical legal skills. We are registered under the Ministry of Corporate Affairs and offer a wide range of ISO-certified courses designed to equip law students and professionals with the knowledge and tools needed to thrive in the legal industry.

We empower aspiring legal professionals by providing:

- Verified legal internships and job opportunities
- Practical guidance on legal career paths, CV building, and interviews
- Affordable upskilling courses in corporate law, litigation, IPR, and more
- Free workshops and webinars conducted by industry experts

Whether you're aiming for a corporate role, litigation practice, or independent freelancing, LeDroit India is your trusted partner in legal career growth.

Explore more: <u>www.ledroitindia.in</u>



DISCLAIMER

LeDroit India is only sharing opportunities that are publicly available or found on various social media platforms for the benefit of students and legal professionals. We do not have any direct affiliation with the organizations mentioned unless explicitly stated.

We strongly encourage all applicants to independently verify and conduct due diligence before applying to any position.

Please note that no legitimate organization should charge any fees for internships or internship certificates.

Do not fall prey to such fraudulent practices.

LeDroit India shall not be held responsible for any misconduct, fraud, or illegal activity committed by any third-party organization whose opportunities are shared through our platform.





DO YOU HAVE THESE BASICS?

Must-Haves to Apply for Legal Internships & Jobs

1.**CV –** A brief document listing your education, experience, and skills.

2.**Cover Letter –** A short note explaining why you're the right fit for the role.

3.**Writing Samples –** Legal articles, briefs, or research work to show your skills.

4.Internship Certificates – Proof of past legal experience.

5.**LinkedIn Profile –** A professional online presence to connect with recruiters.

6.**Email Format –** A formal, well-written email to apply.

7.**Portfolio (Optional) –** All your documents in one shareable folder.

If not feel free to reach us for samples, we can help you out drop us a text at 6204801978



SAMPLE EMAIL FORMAT

Subject: Application for Legal Internship – [Your Name], 1st Year Law Student

Email Body:

Dear [Recipient's Name/Respected Sir/Madam],

I hope this email finds you well.

My name is [Your Full Name], and I am a first-year law student at Symbiosis Law School, Pune. I am writing to express my keen interest in securing a legal internship opportunity at your esteemed organization to gain practical exposure and contribute meaningfully.

I have completed a certified course on Legal Research and Writing from LeDroit India, where I developed foundational research and drafting skills. I also participated in a workshop on AI and Law, which helped me understand the evolving intersection of technology and the legal field. Recently, I took part in a moot court competition held at my college, further enhancing my interest in advocacy and legal analysis.

I am enthusiastic to learn and highly motivated to contribute wherever possible. Please find my CV attached for your kind consideration. Thank you for taking the time to review my application. I look forward to the possibility of learning under your guidance.

Warm regards, [Your Full Name] Ist Year B.A. LL.B. (Hons.) Symbiosis Law School, Pune [Email ID] | [Phone Number] | [LinkedIn Profile – if available]



OUR UPCOMING LIVE COURSES





To Know More Visit- CLICK HERE



INTERNSHIP & JOB OPPORTUNITIES

1.Legal Internship Opportunity at KMJ Legal :

Month- August,2025

Eligibility:

- Students in their penultimate (4th year of 5-year course / 2nd year of 3-year course) or final year of law school
- Preference will be given to candidates residing in New Delhi
- Strong research and writing skills
- Interest or experience in litigation, corporate, or commercial laws
- Good command over English and legal drafting **Duration:** Full month of August 2025

Location: New Delhi (In-office internship)

<u>To Apply visit- CLICK HERE</u>



2. Virtual Internship Opportunity – July 2025 | Paid Position

Remote Lawyer is inviting applications for a paid virtual internship for the month of July 2025.

Practice Areas:

- Corporate and Commercial Laws
- Private Equity Law
- Technology Laws
- Fintech Laws
- Global AI Regulatory Regime
- Data Privacy
- Contract Drafting and Reviewing
- Legal Research and Writing

Eligibility:

- Law students graduating in 2025 or those who have already graduated in 2025
- Applications not meeting this criteria will not be considered

Mode: Virtual (Work-from-home) Duration: July 2025 (Full month) Stipend: Paid

To Apply -<u>CLICK HERE</u>

3. Legal Internship Opportunity at SEBI – Mumbai

Organization: Securities and Exchange Board of India (SEBI) Location: Head Office, Mumbai Internship Type: Legal Internship Application Window: 1st to 7th of every month Internship Period: Immediate next month (e.g., apply in July for August internship)

Internship Highlights

- Internship opportunity at SEBI's Head Office, Mumbai
- Open to law students interested in securities law and financial market regulation
- Applications are accepted only through SEBI's official online internship portal
- A cover letter in the prescribed format is mandatory
- Applications submitted through any other mode will not be considered
- Selected applicants will be informed via email only

To Know more and to Apply visit- Click Here



4. Legal Job Opportunity at Luthra & Luthra

Position: Executive Assistant

Location: Delhi

Experience Required: 4–5 years in a similar role, preferably with a law firm or professional services background

To Know more and to Apply visit- Click Here



5. Legal Job Opportunity at Infosys BPM

Role: Legal Associate Company: Infosys BPM Location: Pune Experience: 0 to 1 years

To Know more and to Apply visit- Click Here

6. Paid legal Internship at Souled Store

<u>Company: The Souled Store</u> <u>Location: Mumbai</u> <u>Duration: 6 Months</u> <u>Stipend: 10,000 per month</u>



To Know more and to Apply visit- Click Here

7 Remote Legal Job Opportunity at <u>Pravija Highbrow IP</u> <u>Services LLP</u>

Key Responsibilities:

- Conduct IP searches
- Prepare and draft high-quality IP applications
- Assist in IP prosecution responding to office actions and handling objections
- Conduct technical and legal research on intellectual property matters
- Work closely with inventors, R&D teams, and legal professionals to understand innovations
- Keep up with global patent laws, trends, and best practices

To Know more and to Apply visit- Click Here

6. Paid legal Internship at Souled Store

<u>Company: The Souled Store</u> <u>Location: Mumbai</u> <u>Duration: 6 Months</u> <u>Stipend: 10,000 per month</u>



To Know more and to Apply visit- Click Here

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- Conduct technical and legal research on intellectual property matters
- Work closely with inventors, R&D teams, and legal professionals to understand innovations
- Keep up with global patent laws, trends, and best practices

To Know more and to Apply visit- Click Here

8. Paid legal Internship at PayTm

<u>Company: PayTM</u> <u>Location: Delhi, Noida</u> <u>Duration: 12 Months</u> <u>Stipend: 20,000 per month</u>



To Know more and to Apply visit- Click Here

9. Legal Assessment Intern-Corporate Law

Location: Pratap Nagar, Jaipur

Period: 3 Months

<u>AI Legal Partners</u> is inviting applications for an Assessment Internship in our Corporate Law practice. This is an excellent opportunity for final-year law students or recent law graduates looking to gain hands-on experience in the field of corporate and commercial law.

To Know more and to Apply visit- Click Here

10. Legal Job Opportunity at Viable Outsource Solution

Company: Viable Outsource Solution Position: Legal Assistant-Immediate Joiners Preffered Experience: Fresh graduates to candidates with up to 6 months of experience in corporate law preferred Notice Period: Immediate to 7 days

<u>Key Skills: Drafting, Legal Research, Client Handling, Client</u> <u>Communication</u>

To Know more and to Apply visit- Click Here

11. Legal Job Opportunity-Commercial Legal Specialist

Remote Opportunity Experience-Atleast 1 year Organization- <u>Oyster HR</u> – India.

To Know more and to Apply visit- Click Here

12. Legal Paid Fellowshp at <u>Singhania & Partners LLP</u>

Location: Delhi | Bengaluru

Duration:12 Months

Who Can Apply

- Final year law students eligible for full-time work
- Recent law graduates
- Young professionals with up to 1 year of litigation experience

To Know more and to Apply visit- Click Here

13. Legal Job Opportunity-G.A.Builders

Sr. Legal Executive / Legal-Manager vacancy available at G.A.Builders – Mumbai, Maharashtra. At least 3 to 4 years of experience is required. Salary:

₹30,000 – ₹50,000 a month

To Know more and to Apply visit- Click Here

14. Legal Job Opportunity at YES Securities

Company: YES Securities Location: Mumbai Experience: 0 to 1 year

To Know more and to Apply visit- Click Here

15. Legal Job Opportunity-A & S Law Ventures

Position: Intellectual Property Associate Experience: O–1 Year PQE Location: Ghaziabad Company: A & S Law Ventures

To Know more and to Apply visit- Click Here

16. Legal Job Opportunity-IKIGAI LAW

ROLE Requirement: Associates: 1–5 years of post-qualification experience (PQE) Deadline- 26th June <u>To Know more and to Apply visit- Click Here</u>

17. Legal Job Opportunity at Tanveer Thukral

Mode: Virtual | Part-Time | For 4th/Final Year Law Students (Exceptionally skilled students from other years may also apply)

Work Hours: (3-4/Day) Fixed: 7:00 PM – 9:00 PM Flexible: 1–2 additional hours per day

Stipend:

Month 1: No stipend (training + assessment) Month 2–6: ₹2,000/month Post 6 months: Increment possible based on Performance

Must have skills in:

-Judgment search -Legal drafting -Case summarization -Legal research -Content assistance for legal videos -Client coordination -Intern management

E Subject Knowledge: Solid understanding of Major Laws. Proficient in English (both spoken and written)

How to Apply:

Email your CV, cover letter & a writing/drafting sample to: <u>tanveer.thukral@inculcatelaw.com</u>

Subject line: Internship Application Include: A link or screenshot of this post in your email

18. Legal Job Opportunity at Skywards Law:

Location: Remote

Skywards Law is looking for passionate Trainees (penultimate year law students) for its 6-month SkyTicket Training Contract, as well as Associates (O–1 years PQE) eager to build meaningful careers in arbitration, litigation, and dispute resolution.

This isn't just another job opportunity—it's a chance to be part of a legal practice committed to excellence in dispute resolution and dedicated to transforming India's arbitration ecosystem through thought leadership and academia.

What We Offer:

- Remote-first flexibility
- Direct client exposure from Day 1
- Mentorship by seasoned practitioners
- Hands-on experience with high-stakes disputes and the opportunity to build your own practice

Applicants from non-law family backgrounds and Tier-2/Tier-3 cities are especially encouraged to apply.

How to Apply:

Send your application to: careers@skywardslaw.com Once submitted, drop a WhatsApp message to 9112341718 (please refrain from calling).

19. Legal Job Opportunity at LEGALNEST Professional Advisory LLP:

Job Opening: Legal & Compliance Associate (Entry-Level) Location: Mumbai Firm: LEGALNEST Professional Advisory LLP Salary: ₹25,000 per month Working Days: Monday to Saturday | Flexible working hours | Immediate Joiner Required

LEGALNEST Professional Advisory LLP is looking for a fresh law graduate to join our team as a Legal & Compliance Associate. This is a full-time role based in Mumbai, with immediate joining preferred.

Scope of Work:

- Reading and interpreting insurance laws and IRDAI regulations
- Drafting and reviewing contracts
- IRDAI compliance-related filings and advisory
- Business development support

- Handling various tasks associated with day-to-day legal and compliance operations

Candidate Profile:

- -Hardworking and committed
- -Eager to learn and grow
- -Looking for a long-term opportunity

To Apply:

If interested, please send your resume to <u>hanugrover7@gmail.com</u>. Only shortlisted candidates will be contacted.

20. Corporate Legal Internship Opportunity :

Location: Remote

A motivated and detail-oriented law student or recent graduate is invited to join as a Corporate Legal Intern. This is an excellent opportunity to gain hands-on experience by working closely with a senior professional on real client matters, primarily in the areas of corporate and commercial law.

Responsibilities:

- Draft and review contracts, NDAs, and corporate documents
- Conduct legal research and prepare briefs or summaries
- Support ongoing advisory and transactional matters

Eligibility:

- 3rd-year or above law students, or recent graduates
- Strong research, writing, and organizational skills
- Demonstrated interest in corporate/commercial law
- Self-motivated and capable of handling tasks independently
- Prior internship experience is preferred but not mandatory

Internship Details:

- Paid internship
- Direct one-on-one mentorship with a senior professional
- Fully remote

How to Apply:

Send your CV to prachikedia4@gmail.com Please specify your current year of law school in your application.

21. Lawtech is Hiring: Legal Intern (Fresher) :

Location: Noida

Lawtech is inviting applications from fresh law graduates or final-year law students for the position of Legal Intern at their Noida office. This is a great opportunity to gain practical exposure in a professional legal environment.

Position: Legal Intern **Eligibility:** Freshers or final-year law students **Location:** On-site (Noida)

How to Apply:

Interested candidates may connect directly with the recruiter:

- Email: sudhanshu@lawtechcorp.com
- Phone: 8126535148

Posted by: Sudhanshu Rajput on LinkedIn

22. HCLTech is Hiring: Deputy Manager – Legal

Location: Noida

Experience: 5-6+ years

HCLTech is seeking a dynamic and experienced legal professional to join its Legal Team as a Deputy Manager at the Noida office. This role offers an opportunity to work on complex contracts, collaborate with global teams, and contribute to high-impact legal negotiations.

Role: Deputy Manager – Legal

Key Responsibilities:

- Identify contractual, commercial, and operational risks in contracts
- Provide legal inputs and mark-ups to mitigate risks
- Negotiate contracts directly with vendors and customers
- Draft and finalize agreements including vendor contracts, letters of intent, and commercial proposals
- Provide legal support for contract management and EMEA geo legal work
- Participate in negotiations with internal teams and external counsels
- Guide and mentor junior legal team members
- Must have prior experience in IT outsourcing and contract negotiation

Location Preference: Candidates based in Noida or Delhi will be given preference.

How to Apply:

Interested candidates can share their CVs at Himanshi_kukreja@hcltech.com Please include the following details in your email:

- Total Experience
- Current Location
- Current CTC

23. Eternity Paralegal Services is Hiring: Legal Associate

Location: Mohali, Punjab

Experience: Fresh Law Graduates (Batch of 2024–2025)

Shift Timing: 7:00 PM to 4:00 AM

Eternity Paralegal Services is pleased to announce 05 open positions for the role of Legal Associate. This is an excellent opportunity for recent law graduates to gain practical exposure by assisting US law firms and growing in a fast-paced legal environment.

Role: Legal Associate (Supporting US Law Firms)

What We're Looking For:

- Strong analytical and legal research abilities
- Attention to detail and commitment to high-quality work
- Excellent written and verbal communication skills
- Team-oriented mindset with a desire to learn and grow

How to Apply:

Send your CV along with a brief cover letter to eternityparalegal@gmail.com

24. Hiring Alert: Legal Assistant – Immediate Joiners Preferred

Company: Viable Outsource Solution **Position:** Legal Assistant **Location:** Not specified (assumed remote or as per company norms)

Experience: Fresh graduates to candidates with up to 6 months of corporate experience

Notice Period: Immediate to 7 days

Viable Outsource Solution, a growing Legal Process Outsourcing (LPO) company, is seeking motivated candidates for the role of Legal Assistant. If you're looking to launch your career in international legal work, this could be the right opportunity.

Key Skills Required:

- Legal Drafting
- Legal Research
- Client Handling
- Effective Client Communication

How to Apply:

- Send your resume to Muskan.k@viableoutsourcesolution.com
- Or apply directly via: <u>LinkedIn Application Link</u>

25. Legal Associate – Freshers- A.K. Singh & Associates

Location: Mumbai Positions Available: 3 Joining: Immediate

A.K. Singh & Associates is urgently looking to onboard three Advocates as Legal Associates at its Mumbai office. This is a great opportunity for recent law graduates and young advocates to gain practical experience in litigation and advisory work.

Who Can Apply

- Advocates registered with the Bar Council of Maharashtra & Goa with 0–1 year of post-qualification experience
- Recent law graduates from Mumbai University (Class of 2025) who have received their final marksheets
- Mumbai-based candidates who are fluent in Marathi and available for immediate joining will be preferred

How to Apply:

Send your CV and a brief cover note to:

- aksinghassociates.bombay@gmail.com
- CC to: niharika.aksbom@gmail.com

26.Paid Legal Internship Opportunity at A&N Law Offices LLP

Location: Ferozeshah Road, Near Supreme Court of India

Internship Period: July & August 2025

A&N Law Offices LLP is inviting applications from enthusiastic and committed law students for its paid internship programme for the months of July and August 2025.

Eligibility:

• Law students in their penultimate or final year of law school Duration:

- Minimum 1 month (with the possibility of extension) Stipend:
 - A stipend shall be provided to selected interns

How to Apply:

Interested candidates may send their CV and a brief cover letter to: chambers@anshsinghluthra.com

27. Legal Associate Vacancy at MSB Legal – New Delhi

Firm: MSB Legal

Location: Central Delhi (Near Supreme Court, Delhi High Court, Tribunals, and District Courts)

Practice Areas: Commercial, Civil, and Service Matters Position: Legal Associate Number of Openings: 1 Salary: As per industry standards Mode of Selection: Personal interview with the Partner of the firm

About the Firm:

MSB Legal is a reputed law firm with a nation-wide presence, actively engaged in diverse areas of litigation and legal advisory across commercial, civil, and service laws. The New Delhi office is strategically located in close proximity to key judicial forums, offering exposure to a wide range of matters.

How to Apply:

Interested candidates may send their latest CV along with a writing sample (a draft of pleadings filed before any Court or Tribunal) to: atipathi@yahoo.co.in

28.Legal Job Opportunity-Bangalore

Hiring: Legal Operations – Contract Role (6 Months) Location: Bangalore Experience: 1–3 years PQE Notice Period: Immediate to 15 days

We are hiring on behalf of a leading legal tech company looking for a Legal Operations professional to join their team on a 6-month contract basis. This is a great opportunity to contribute to impactful work in the legal tech space and collaborate with a fast-paced, innovation-driven team.

Role Overview:

- Review and abstract key metadata from contracts
- Assist in contract automation initiatives
- Create and manage customized contract templates
- Coordinate with internal stakeholders and clients on legal operations workflows

Candidate Requirements:

- Law degree with 1–3 years of relevant experience
- Prior experience in an LPO or working with contract abstraction/review
- Familiarity with CLM tools and commercial contract terms
- Strong attention to detail and time management skills
- Must be willing to work onsite in Bangalore
- Immediate joiners or those with up to 15 days' notice preferred

How to Apply:

Interested candidates may send their CV to alice@counselect.com

29. Legal Associate Position at Law Office of Jaitegan Singh Khurana

Location: Hauz Khas, Delhi Practice Areas: Civil, Criminal, Commercial, and Matrimonial Litigation Experience: 0–1 Years (Litigation) Probation Period: 2 months

The Law Office of Jaitegan Singh Khurana, Advocate, is inviting applications for the position of Associate to join its litigation team. The firm handles a wide range of matters across various forums including the Delhi High Court, District Courts, NCDRC, NCLAT, NCLT, RERA, and other tribunals.

Key Responsibilities:

- Drafting and filing legal documents
- Conducting legal research
- Appearing in court and representing clients

Key Skills Required:

- Strong command of English (written and spoken)
- Proficiency in MS Office and Adobe Acrobat
- Strong research skills and a keen interest in extensive legal reading

How to Apply:

Interested candidates may send their CV to: jaitegan.law@gmail.com

30.Legal Job Opportunity at IPR / Trademark Admin Executive

Firm: The Legal Lab Location: Nashik (On-site) Experience: 0–2 years Joining: Immediate joiners preferred

The Legal Lab, a dynamic law firm specializing in Intellectual Property Rights, Trademark, Corporate, and Commercial Laws, is looking to onboard an IPR / TM Admin Executive to support and manage the administrative aspects of its IP practice.

Key Responsibilities:

- Monitor and manage schedules for trademark hearings and legal deadlines
- Coordinate and maintain hearing calendars and reminders
- Prepare and handle proposals, invoices, and client correspondence
- Assist attorneys with backend operations and documentation

Who Should Apply:

- Candidates with a strong sense of organization and time management
- Freshers or individuals with up to 2 years of administrative experience in a legal or corporate setup
- Candidates based in or willing to relocate to Nashik

How to Apply:

Send your resume to adv.chetna55@gmail.com

31. Hiring: Associate with 3 Years' Law Firm Experience

Firm: Alba Law Offices Location: New Delhi Joining: Immediate Experience Required: Minimum 3 years in a law firm Compensation: Commensurate with experience

Alba Law Offices is expanding its team and inviting applications from legal professionals with at least 3 years of experience in a law firm setting. The firm offers a dynamic work environment and exposure to diverse practice areas.

How to Apply:

Eligible candidates may send their CV to admin@albalawoffices.com Only shortlisted candidates will be contacted.

32. Urgent Hiring: Associate – Litigation

Office of Siddhartha Shankar Ray, Central Government Standing Counsel, Delhi High Court

Location: 3/11 (LGF), Shanti Niketan, New Delhi - 110021

Vacancy: 1

Experience: 0–2 Years in Litigation (Preference for experience at the Delhi High Court) **Joining:** Immediate

Practice Areas:

Civil Law, Writ Petitions, Arbitration, Service Matters, and Intellectual Property Rights (IPR)

Key Responsibilities:

- Preparing case briefs and summaries
- Conducting in-depth legal research and analysis
- Drafting pleadings, complaints, applications, and other legal documents
- Appearing before the Delhi High Court
- Managing case records and coordinating with clients

How to Apply:

Send your CV and a cover letter to:

- shubhamssharmaa1@gmail.com
- CC to: siddharthashankarray23@gmail.com

33. Legal Internship / Junior Advocate – Aurangabad (On-site, Full-Time)

A legal firm in Aurangabad is hiring a Legal Intern or Junior Advocate for a full-time, on-site role. The position involves legal research, drafting, consulting, and client communication. Ideal for law graduates or final-year students with strong communication skills and attention to detail. Prior legal internship experience is a plus.

To apply, visit: LinkedIn Job Post

34. Hiring: Senior & Junior Legal Associates (2 Vacancies)

Organization: Resolute Corporate Advisory LLP Location: Panchkula, Haryana Experience Required: 0–4 years (PQE) Salary: As per industry standards Preference: Candidates with experience in IBC matters

About the Role:

Resolute Corporate Advisory LLP, under the leadership of CA Mohit Chawla (FCA, DISA, CPA), is seeking motivated legal professionals to join its team. The selected candidates will gain hands-on exposure to Insolvency and Bankruptcy Code (IBC) matters across various judicial forums including the NCLT, NCLAT, Supreme Court, and High Courts.

Key Responsibilities:

- Assist in IBC proceedings, CIRP advisory, and compliance
- Draft contracts, legal opinions, and COC/SCC minutes
- Prepare documentation and vet legal content
- Work closely with a Registered Insolvency Professional

What We're Looking For:

- Strong interest in insolvency and corporate restructuring
- Proficiency in legal drafting and formal communication
- Ability to manage documentation with minimal supervision
- Professional integrity and adherence to deadlines

Why Join Us:

- Work on high-value insolvency cases
- Real-time exposure to IBC processes and COC operations
- Opportunity to grow under expert mentorship
- Dynamic, learning-focused environment

Application Deadline: Urgent hiring – Apply as soon as possible How to Apply:

Send your CV and a brief cover note to: camohitchawla@gmail.com

35. Hiring: Junior Legal Associate

Location: Sector 77, Mohali (Preference for local/tricity candidates) Experience: Freshers and candidates with up to 1–2 years of experience Salary: Negotiable based on experience, productivity, and skills (to be reviewed after 3 months)

About the Role:

A legal office practicing primarily in the Punjab & Haryana High Court, as well as lower courts and tribunals, is looking to onboard a Junior Legal Associate. The practice focuses on Civil, Criminal, Medico-legal, Education, and Service Law matters in both original and appellate jurisdictions.

Key Requirements:

- Hardworking and dedicated individual
- Fluency in both Hindi and English
- Familiarity with court proceedings in Punjab & Haryana High Court and local courts in the Tricity
- Strong drafting skills and command over language
- Enrolled as an Advocate
- Must have a personal laptop
- Legal writing sample (draft or article) required with application

Who Should Apply:

- Fresh law graduates or those with up to 2 years' experience
- Local residents of Chandigarh, Mohali, or Panchkula preferred
- Candidates willing to commit to professional growth and hands-on litigation practice

How to Apply:

Apply via LinkedIn: <u>Click Here</u> OR

Send your CV along with a legal draft/article to the contact provided in the job listing. **Contact: +91-9818044173**

35. Hiring: Junior Legal Associate

Location: Sector 77, Mohali (Preference for local/tricity candidates) Experience: Freshers and candidates with up to 1–2 years of experience Salary: Negotiable based on experience, productivity, and skills (to be reviewed after 3 months)

About the Role:

A legal office practicing primarily in the Punjab & Haryana High Court, as well as lower courts and tribunals, is looking to onboard a Junior Legal Associate. The practice focuses on Civil, Criminal, Medico-legal, Education, and Service Law matters in both original and appellate jurisdictions.

Key Requirements:

- Hardworking and dedicated individual
- Fluency in both Hindi and English
- Familiarity with court proceedings in Punjab & Haryana High Court and local courts in the Tricity
- Strong drafting skills and command over language
- Enrolled as an Advocate
- Must have a personal laptop
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Who Should Apply:

- Fresh law graduates or those with up to 2 years' experience
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- Candidates willing to commit to professional growth and hands-on litigation practice

How to Apply:

Apply via LinkedIn: <u>Click Here</u> OR

Send your CV along with a legal draft/article to the contact provided in the job listing. **Contact: +91-9818044173**

36.. Hiring: Legal Administrative Assistant

Organization: Dua Old Age Caring Institution **Location:** Noida **Employment Type:** Full-time | On-site

About the Organization:

Dua Old Age Caring Institution is a dedicated elder care facility in Noida, committed to providing compassionate and dignified support to senior residents. The institution is known for its personalized services, secure environment, and experienced staff, making it a trusted name in elder care.

Role Overview:

The Legal Administrative Assistant will support the legal department with documentation, scheduling, and internal coordination. The role involves day-to-day assistance with legal tasks, preparation of legal documents, maintaining records, and communication with clients and internal teams.

Key Responsibilities:

- Prepare and manage legal documents and correspondence
- Handle scheduling and coordination for legal matters
- Maintain organized legal files and databases
- Provide general administrative support to the legal team
- Communicate effectively with both internal staff and external clients

Qualifications:

- Degree in Law, Administration, or a related field
- Proficiency in legal documentation and administrative support
- Strong organizational, communication, and time-management skills
- Ability to multitask and work both independently and within a team
- Prior experience in legal or administrative roles preferred

How to Apply:

Apply directly through LinkedIn: <u>Click here to apply</u>

37. Hiring: Legal Counsel

Company: Tradologie.com

Location: [Not specified]

Tradologie.com, a leading B2B agro-commodity platform, is hiring a Legal Counsel to manage legal compliance, contracts, risk, and governance across domestic and international operations.

Requirements:

- 3+ years of legal experience (preferably in B2B, SaaS, or trading sectors)
- Strong knowledge of corporate law, compliance, contract negotiation, and legal risk management
- Excellent communication and stakeholder handling skills

To Apply:

Visit: https://www.linkedin.com/jobs/view/4256125387

38. Legal Internship Opportunity at Shailendra Bhatnagar & Associates (SBA)

Location: [Not specified]

Type: Full-time | On-site

About the Role:

SBA is inviting applications for a legal internship where selected interns will gain hands-on experience in legal research, drafting, and case preparation in both civil and criminal matters.

Intern Responsibilities:

- Conduct legal research on relevant statutes and case law
- Draft legal documents such as briefs and memoranda
- Assist in court prep and case management
- Perform administrative and support tasks

Desired Skills:

- Legal Research & Drafting
- Proficiency in English (spoken & written)
- MS Office
- Legal Writing

About the Firm:

Shailendra Bhatnagar & Associates is a full-service law firm with strong civil, criminal, and corporate practice, led by Mr. Shailendra Bhatnagar who has vast experience in adjudicating commercial disputes and financial matters.

To Apply:

Visit: https://www.linkedin.com/jobs/view/4257733327

39. Legal Consultant

Location: Bengaluru

Eligibility: 3–4 years of experience in legal consulting or law firm practice **Key Responsibilities:**

- Drafting legal documents, agreements, and contracts
- Representing clients in hearings and appearances
- Offering expert legal advice across varied matters
- Working independently and as part of a collaborative team

Preferences:

- Enrolled with Karnataka State Bar Council
- Bengaluru-based candidates preferred

Apply: Send your CV to info@vgadvocates.com

40. Legal Counsel – Litigation, Contracts & Advisory-UltraTech Cement

Location: Maharashtra

Eligibility: Mid to senior-level experience in corporate legal roles

Key Responsibilities:

- 1. Contentious Matters
 - Handle civil/criminal litigations, SIAC/ICC arbitrations, and statutory notices
 - Advise internal legal teams on consumer, real estate, and compliance issues
 - Strategize litigation involving Key Management Personnel
- 2. Contract Management
 - Draft and negotiate contracts across domains:
 - Dealer, franchise, procurement, transport, IT, and maritime agreements
- 3. Legal Advisory
 - Conduct legal research and advise on:

• IT & e-commerce, employment law, legal metrology, BIS, and competition law Key Skills:

- Contract management | Procurement | Legal research | Dispute strategy
- Strong command of legal drafting and regulatory understanding

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