



विधि केंद्र - II
LAW CENTRE – II
विधि संकाय, दिल्ली विश्वविद्यालय
(FACULTY OF LAW, UNIVERSITY OF DELHI)



Placement and Internship Committee

NOTICE

Date: 10.08.2024

Internship Opportunity at Draft n Craft Legal Outsourcing Pvt. Ltd

The **Batch of 2024** is hereby notified that the **Draft n Craft Legal** has invited applications for the position of **Legal Associate**.

Here are the following details:

Terms of Engagement:

- **Position:** Legal Associate -Night Shift
- **Job Description:**
 - a. Self-motivated and hardworking lawyers to join our legal solutions team supporting US Law Firms.
 - b. Drafting various legal documents such as complaints, discovery requests, and responses, demands, motions etc.
 - c. Ability to communicate effectively with clients and handle project deliverables.
 - d. Adhere to production and quality milestones.
- **Location:** Delhi
- **Timings:** Night Shift
- **Remuneration:** 6 LPA (CTC inclusive of all components)

Eligibility:

- **Only IIIrd Year Students can apply (Batch of 2024).**
- Excellent interpersonal and communication skills, including an impeccable command over English language.
- Applicants must have an analytical mind with legal acumen.
- Must have knowledge and understanding of legal fundamentals, methods, and procedures.
- Prior experience on research platforms like **Lexis and Westlaw is preferred.**
- Well organized, disciplined, and independent.
- Must be computer savvy and proficient in using Microsoft Office and Adobe Acrobat.
- **Willingness to work in night shift.**

Selection Process:

1st Round- Telephonic Interview

IInd Round- Written Test

IIIrd Round- Interview with VP

Last date to apply: 17th August 2024, 11:59 P.M.

Interested students are requested to fill out this Google form and upload their mark sheet, CV and Cover Letter.

Apply Here: <https://forms.gle/yLgP4nGq614hbUNG8>

For any queries or further information, please contact: lawcentre2pic@gmail.com

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