

## PARALEGAL PROGRAM AT ADVAYA LEGAL

Advaya Legal's reputation is owed to the extraordinarily talented professionals whose ideas drive us forward. We support and mentor exceptional students from law schools across the country. Our paralegals work as colleagues with seasoned lawyers. If you are someone who thrives in the relentless pursuit of excellence in a progressive, inclusive and flexible culture, we should talk.

### **Job Description:**

We are looking to engage Paralegals who will assist in a variety of corporate & commercial, M&A, TMT, aviation and real estate matters that we handle. Tasks would involve:

- a) Research on diverse legal issues, including preparing first cuts of memos for clients.
- b) Drafting and reviewing various deeds and agreements, including in areas of employment law, real estate and IPR.
- c) Assisting on investment transactions (venture capital and private equity), corporate restructuring, M&A and general corporate matters, including portions of due diligence.
- d) Preparing content for our blog, newsletters and presentations.

### **Candidate Requirements, Working Hours & Mode of Working:**

- a) Strong conceptual grasp and knowledge of essential law school curriculum (especially constitution, contract law & torts), ability to interpret laws, and potential for high technical proficiency.
- b) Available for work from 10am to 7pm Monday to Friday, except during college examinations or similar events.
- c) Paralegals may be expected to attend our BKC Mumbai office, or work remotely in accordance with Advaya's Work from Anywhere Policy. Physical or remote attendance would be discussed during interview, and considered on case-by-case basis depending on the candidate's suitability and drive.

### **Period of Engagement:**

The engagement is intended to be long term that can be extended on the basis of performance. We are engaging Paralegals in two slots at present:

- a) July 01, 2022 to November 30, 2022 (5 months)
- b) December 01, 2022 to March 31, 2023 (4 months)

The engagement may be terminated earlier, at the firm's discretion, if the Paralegal is found unsuitable for the role.

**Benefits:**

- a) Direct involvement in select professional work and client facing tasks.
- b) Opportunities for research into various aspects of law including case studies.
- c) Invitations to attend select events and training programs.
- d) Certificate following a satisfactory performance when they exit the program.
- e) We actively recruit from the intern and paralegal pool for Associate positions.

**Selection Process:**

Our selection process is rigorous and multi-stage. If you are shortlisted on basis of your opinion and CV, a Skype interview would be scheduled. The potential candidate may have to appear for several rounds of interviews and interactions, including a meeting with the Partner(s). We encourage a potential recruit to get to know peers and colleagues in the firm, and get the best possible understanding of what to expect before s/he officially joins.