



SOUTH CALCUTTA LAW COLLEGE

(AFFILIATED TO UNIVERSITY OF CALCUTTA)

New Campus : 57 K.N. SEN ROAD, KOLKATA - 700042 (For Correspondence)
Old Campus : 6/1, SWINHOE STREET, KOLKATA - 700019
TEL: (033) 2442-8183 . E-mail: sclawedu@gmail.com

Ref No. : 382/2024

Date: 13/09/24

NOTICE

Date - 13/09/2024

All the students are hereby informed please enlist your names those who are interested to involve themselves in the mentioned legal cell below give their names as early as possible.

Contact to the following teachers in the teachers room during the college hours only

1. **Dr. Mousree Basistha** (Mob - 9088010911)
(Time - 10 am to 1 pm)
2. **Mr. Anil Kumar Prasad**

For any further queries please contact to
Mr. Pallab Adhikary (Office Staff)

Mob : 7980675680

N.B. : Annexed herewith the photocopy of Joint Director, Govt. of India, Office of the Regional Director (ER), Ministry of Corporate Affairs, Kolkata

Mousree Basistha

Sd/- Illegible
Vice-Principal

South Calcutta Law College

Dr. Mousree Basistha

Placement Committee

Member



Fax : (033)2287-0958
E-Mail : rd.east@mca.gov.in



☎ 2287-0383

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 SO Building, 3rd Floor

आचार्य जगदीश चन्द्र बोस रोड 234/4, Acharya Jagadish Chandra Bose Road

कोलकाता/KOLKATA - 700 020

No. RD/Legal/Trainee(L)/2024/5099

Dated : 02.09.2024

To

- (1) **The Calcutta University,**
Department of Law,
51/1 and 51/2, Hazra Road,
Kolkata-700 019
- (2) **South Calcutta Law College**
57 K N SEN ROAD
KOLKATA-700042
- (3) **Jogesh Chandra Chaudhuri Law College,**
30, Prince Anwar Shah Road Tollygunge,
Kolkata-700033.
- (4) **The West Bengal National University of Juridical Sciences,**
12, LB Block, Sector III, Salt Lake City,
Kolkata-700106
- (5) **The St. Xavier's University, Kolkata**
Action Area III B New Town,
Kolkata-700 160:
- (6) **Surendranath Law College,**
24/2 Mahatma Gandhi Road
Kolkata-700 009
- (7) **Heritage Law College, Kolkata**
994, Madurdaha, Chowbaga Road, Anandapur,
PO:East Kolkata Township, Kolkata-700107

Forwarded
to Cultural
Committee
and Placement
Committee
6/09/24
BY FAX/e-mail/Speed Post

Sub:- MCA Legal Training Program Scheme for the engagement of Under Graduate law student/fresh law graduate on pro bono basis for assisting litigation work at the Ministry headquarters and field offices-reg:

Ref: Instruction received from the Ministry of Corporate Affairs vide letter dated 20.06.2024


Sir/Madam,

With reference to the subject cited above, I am directed to inform that this Directorate is in the process of engagement of 07 (Seven) nos. of Legal Trainee for facilitating various legal works under the Companies Act, 1956/2013 on pro bono basis as per the proposal of the Ministry of Corporate Affairs.

In view of the above, you are requested to give wide publicity of the same as mentioned above and nominate after verification, the maximum possible **name(s) of interested Members for engagement at "Kolkata"(West Bengal), Ranchi (Jharkhand), Patna (Bihar) and Cuttack (Odisha)** within 10 (ten) days from the date of receipt of this letter. The brief details of the Terms and Conditions for the Legal Trainee engagement is attached herewith and marked as **Annexure-"A"**

Enclo. As stated above.

Yours faithfully,


(K S Reddy),
Joint Director,
O/o Regional Director(ER)
MCA, Kolkata

Annexure - A

The Brief Details of the Terms and Conditions for the engagement as Legal Trainee on Pro Bono basis are as follows :

1. under-graduate law students) Up to 7 trainees each (mix of fresh law graduates and under-graduate law students)
2. All Law Schools/Colleges/Universities recognized by the Bar Council of India, shall be intimated regarding engagement of incumbent legal trainees on **pro-bono basis**. Résumés duly forwarded/attested/recommended by the office of Principal/Director-in-charge/Dean of the University/Law College/Law School shall only be considered.
3. For the purpose of engagement of legal trainees, O/o RDs/ROCs/OLs/Director (L&P)/DII (for o/o DGCOA), shall take up the matter with concerned law colleges within their jurisdictional territories. The concerned O/o RDs/ROCs/OLS/Director (L&P) shall intimate the law schools/universities in their respective jurisdictions for hosting the scheme documents on their websites, for inviting applications from interested candidates. Résumés detailing the candidate's academic and professional profiles along with the forwarding/recommendation letter from the concerned Principal/Director-in-charge/Dean of the University/Law College/Law School, shall be received via email only.
4. Under-graduate law students shall be engaged as legal trainees for a total duration of 3 months (may be bifurcated into 2 months summer training and 1 month winter training) and fresh law graduates shall be engaged for a duration up to 1 year,
5. In case of under graduates, training requests for a duration of less than 30 days shall not be entertained. Further, in case of graduates, training requests for a duration of less than 3 months in continuation shall not be entertained.
6. The upper limits for number of legal trainees in each office, as set forth for each office in para (b) above, are to be strictly maintained.

7. A legal trainee shall carry out the following work:
8. (i) Preparation of complete case sheets, including brief history and orders passed, in prosecutions for compoundable/non-compoundable offences pending with the concerned field office.
- (ii) Prepare and maintain an up-to-date status of the stage and age of prosecutions for compoundable/non-compoundable offences pending with the concerned field office.
- (iii) Prepare suggested further course of action for each prosecution for compoundable /non-compoundable offences, with the assistance of the legal department of the field office.
- (iv) Besides the aforementioned primary work, legal trainee may assist the legal department of the respective field offices in preparation, filing and monitoring of the litigations/prosecutions in the said field office. This would include, but not be limited to, drafting of fresh complaints, petitions, counter affidavits, etc. preparation of brief of each pending case, status of service in the matter. Completion of case file and other ancillary tasks. The legal trainee may accompany the prosecutor/concerned officer to the Courts/Tribunals for assistance/observation of proceedings.
- (v) Perform the tasks mentioned in (i) to (v) above, for all legal matters of the field offices/Ministry headquarters, before the Supreme Court/ High Courts/Tribunals.
- (vi) Under no circumstance, a legal trainee would represent the field office/Ministry before any Court/Tribunal but may be permitted to liaise with Government Authorities/Court Staff/Central Agency Section of the Supreme Court/Litigation Section of the High Courts/Ld. Counsels/Ld. ASG, after authorization from the concerned the RD/ROC/OL/Director (L&P)/DII.

9. The tasks entrusted to the legal trainees would be carried out under the supervision of concerned senior officers/reporting officers.
10. Upon completion of the training period, the legal trainees shall be granted a certificate, acknowledging their contribution, under the signatures of the concerned ROC/OL/Regional Director. For legal trainees engaged in the Ministry, certificate shall be issued under the signatures of Director (Legal & Prosecution), For legal trainees engaged in the o/o DGCOA, certificate shall be issued under the signatures of DII.
11. The Legal Trainee shall follow the normal working hours i.e. 09-30 AM to 06-00 PM (Recess timing from 01-30 PM to 02-00 PM) from Monday to Friday. However, as per the exigency, Legal Professional will have to attend office on Holidays to complete any emergent time bound work.
12. **The place/station for the engagement of Legal Trainees on Pro-Bono basis is for Kolkata, Patna, Odhisa & Ranchi only.**