



SAXENAS AND KUMAR  
LAW CHAMBERS LLP

# SAXENAS AND KUMAR LAW CHAMBERS

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## VIRTUAL INTERNSHIP VACANCY NOTIFICATION

[No.-12/IN/SAKL/250520]

28.08.2020

Dear Concerned,

We are happy to announce that we are opening full-time & part-time virtual internship program<sup>1</sup> to the worthy law students and provide opportunity to work and assist the Legal Professionals virtually. We will induct 3 (three) interns, as of now, for virtual internship through the selection procedure.

Through this opportunity, the student will learn certain set of practical skills in legal profession. We have coined certain rules and procedure to smoothly run the entire program without having physical presence of Interns in our Office. The student is required to possess certain skills to be eligible for the application for this Internship Program, viz.:

1. well versed with MS Office (atleast MS word and Power Point are compulsory)
2. must have fair knowledge of video meeting at Google Meet or any other platform
3. must have a fair research skill
4. must have fair knowledge of Hindi & English (Oral & Written)
5. must have a fair knowledge of internet usage

There will be two stages of selection procedure for finalising the candidature for this internship of a candidate.

1) First stage:

Submit your CV, a cover letter (of 300-400 words), & a writing sample "Explain why have you decided to pursue Law & what is your ultimate goal as a professional?" (300-400 words) through the prescribed Application Form as linked here <https://forms.gle/fpQgTQM8EPPX2fwQA> or click [HERE](#), within the space provided in the said Form. The **deadline** to submit this Form is **11.59 p.m., 31<sup>st</sup> August 2020**.

2) Second stage:

Here, we **will shortlist** the candidates for interview. The Shortlisted candidates have to appear in an Online Interview through Video Conference on an appointed date and time, which will be intimated to them by **2<sup>nd</sup> September 2020** via registered email id of shortlisted candidates only.

We will directly communicate the final terms & conditions to the selected Interns only.

Saxenas And Kumar Law Chambers LLP

(Place for One Stop Solution)



<sup>1</sup> No stipends or TA/DA applicable