



भारत सरकार
GOVERNMENT OF INDIA
कारपोरेट कार्य मंत्रालय
MINISTRY OF CORPORATE AFFAIRS
क्षेत्रीय निदेशक का कार्यालय (दक्षिण क्षेत्र)
OFFICE OF THE REGIONAL DIRECTOR, SOUTHERN REGION, CHENNAI
'शास्त्री भवन', ब्लॉक-1, V मंजिल, 26, हडौस रोड, चेन्नै - 600 006
'Shastri Bhavan', Block 1, V Floor 26, Haddows Road, Chennai -600 006

F.No.3/RD (SR)/Legal Trainees/2/2019-20

Dated: 02.07.2020

To

The Vice Chancellor,
Tamilnadu Dr.Ambedkar Law University,
5,DR.DGS Dinakar Salai,
State bank of India Colony,
Raja Annamalaipuram, Chennai 600028.

The Principal,
DR.Ambedkar Govt Law College,
High Court Building Campus,
NSC Bose Road, Parrys,
George Town, Chennai-600104

The Principal,
School of Excellence in law,
Next to Taramani Railway station,
Chennai-600130.

Sir,

Sub: MCA Legal Training Program-Scheme for the engagement of under-graduate law students/fresh law graduates on pro-bono basis for assisting litigation work at the Ministry headquarters and field officers- reg

Ref: Ministry's E-mail dated 25.06.2020 attaching Ministry's letter no.16/17/2018 Legal dated 25.06.2020.

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With reference to the subject cited, I am directed to state that Ministry of Corporate Affairs, has come up with "MCA Legal Training program" for engagement of legal trainees in the Ministry, New Delhi and all offices of Regional Directors, Registrar of Companies and Officila Liquidatoers, on pro-bono basis, to provide first hand legal exposure to Under Graduate Law Students and Fresh Law Graduates as per the following terms:

- a) The Number of legal trainees to be engaged on pro-bono basis, at the offices of Regional Director is
- (i) All Regional Directorates - Upto maximum of 7 trainees each (mix of fresh law graduates and under-graduate law students)



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- b) Resumes duly forwarded/attested/recommended by the office of Principal/Director-in-charge of the university/Law College/Law School shall only be considered.
- c) Resumes detailing the candidates' academic and professional profiles along with the forwarding/recommendation letter from the concerned Principal/Director-in-charge of the University/Law College/Law School, shall only be considered.
- d) Applications for training shall only be received via email to rd.south@mca.gov.in
- e) 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 of 6 months, as part of the training program. Training requests for a duration of less than 30 days shall not be entertained.
- f) A legal trainee shall carry out the following work.
- (i) Preparation of complete case sheets, including brief history and orders passed, in Prosecution for compoundable/non-compoundable offences pending with the concerned field office.
 - (ii) Prepare and maintain an upto 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 field office. This would include, but not be limited to, drafting of fresh complaints, petitions, counters affidavits, etc., preparation of brief of each pending case, status of service in the matter, completion of case file and other ancillary tasks.
 - (v) The legal trainees may accompany the prosecutor/concerned officer to the Courts/Tribunals for assistance/observation of proceedings.
 - (vi) 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.
 - (vii) Under no circumstances, 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.
 - (viii) The tasks entrusted to the legal trainees would be carried out under the supervision of concerned senior officers/reporting officers.

g) Upon completion of the training period, the legal trainees shall be granted a certificate, acknowledging their contribution, under signatures of the concerned Regional Director.

In this regard, you are requested to circulate among the Fresh Law Graduates/Students in your University and affiliated colleges and to forward the resumes from the interested/willing candidates to this Directorate for consideration through email to rd.south@mca.gov.in

Yours faithfully,



(K.LATHA PARIMALAVADANA)
JOINT DIRECTOR