



जिल्हा परिषद, नागपूर

सामान्य प्रशासन विभाग

नविन प्रशासकीय इमारत, सिव्हिल लाईन, नागपूर - ४४०००१



स्वतंत्रताचा अमृत महोत्सव

दुरध्वनीक्रमांक - ०७१२-२५६१४६१

ई-मेल :- ceozpnagpur@gmail.com

क. जिपना/साप्रवि/३२५/२०२३

संकेतस्थळ :- www.nagpurzp.com

दिनांक :- २४/११/२०२३

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**Internship Vacancy at Zilla Parishad, Nagpur
Law Intern**

Introduction: -

Zilla Parishad Nagpur is the district self-government body working towards rural development. Various Central and State government schemes in the field of health, education, infrastructure, agriculture, livelihood generation and social sector are implemented by the Zilla Parishad.

Zilla Parishad Nagpur has a heavy legal workload across all departments. Zilla Parishad Nagpur is seeking applications from eligible law students for the position of Law Intern. This internship opportunity offers candidates a unique experience to work with us, providing valuable insights into the legal aspects of public administration.

Position Summary:

1) Law Intern (5 Positions)

Role: Law Intern

Location: Zilla Parishad, Civil Lines, Nagpur

Duration: 4 weeks (Starting from 1st week of December 2023)

Certificate: Interns will receive an Internship completion certificate.

Key Responsibilities: -

- Conduct legal research on civil cases related to rural governance, local laws, and land use regulations.
- Maintaining legal records, including case files, correspondence, and legal documents, and assist in drafting legal agreements, contracts, resolutions, and memoranda.
- Ensuring compliance with all relevant laws and regulation and province track in contributing to successful court case regulatory filings and major contract negotiation.

- Provide legal advice and opinions on various issues concerning the Zilla Parishad.
- Review legal cases and assist with the analysis of legal precedents to support decision-making.
- Contribute to the development and review of policies, procedures, and regulations to ensure legal compliance.
- Prepare comprehensive reports and summaries of legal activities and developments within the department.
- Collaborate with department officials to ensure that their actions and policies align with applicable legal principles and standards.
- Perform other duties as assigned by departments.

Qualifications: -

- Applicants eligible 2nd and 3rd year law students of 3 years degree course of L.L.B and 3rd, 4th, 5th year law students of 5 years of B.A.L.L.B. course.
- Knowledge of local, state, and national laws, especially those relevant to rural and local governance.
- Proficiency in using legal research tools and software.
- Computer proficiency in MS Word, MS Excel, and PowerPoint.
- Strong organizational skills.
- Fluent proficiency in English.
- Knowledge of Marathi.


Instructions for Applying: -

Candidates are advised to submit their resume, cover letter via email to ceozpnagpur@gmail.com and include "Law Intern Application - [Your Name]" in the subject line.

The Deadline for submission is 30/11/2023 up to 11.59 PM.

Candidate should join immediately & bring their own laptop.

We look forward to welcoming motivated and enthusiastic individuals to our Zilla Parishad Nagpur team to contribute to our mission of promoting effective rural governance.


**Chief Executive Officer
Zilla Parishad, Nagpur**