

MANPOWER REQUISITION FORM

SR. NO.	PARTICULARS	REQUIRED INFORMATION
1	Numbers of Vacancies	1
2	Designation	Junior Advocate
3	Department	Legal
4	Qualification & Age	L.L.B.
5	Number of Years of Work Experience	2 - 5 years
6	Preferred Industry	Real Estate
7	Preferred Company	Any
8	Job Description / Work Responsibilities	Drafting written statement, applications, appeals writs, MOU, agreement
		Verification of documents relating to real estate matters
		Communicate & consult with senior advocates
		Drafting ability or an ability to attend towards litigation in the courts
9	CTC / Monthly Gross Salary	3 Lacs p.a. to 6 Lacs p.a.
10	Job Location	Lower Parel, Mumbai
11	Expected Date of Joining	Immediate
12	Other Benefits to be Provided	As per company policy
13	Any other Information / Required skills	Good English is pre-requisite for drafting of documents in the company

Signature of Department Head

Signature of Head HR