



जिल्हा परिषद, नागपूर
सामान्य प्रशासन विभाग

नविन प्रशासकीय इमारत, सिव्हिल लाईन, नागपूर ४४०००९



दुरध्वनी क्रमांक - ०७१२-२५६१४६१

ई-मेल :- dyceog.zpngp@gmail.com

संकेतस्थळ :- www.nagpurzp.com

क्र. जिपना/साप्रवि/प्रशिक्षण/1713/2024

दिनांक :- 20-05-2024

Internship Vacancy at Zilla Parishad Nagpur

Legal 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.

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

Position Summary:

1) Law Intern (5 Position)

Role: Legal Intern

Location: Zilla Parishad, Civil Lines, Nagpur

Duration: 4 weeks (Starting from 27th May 2024)

Certificate: Interns will receive an internship completion certificate.

Key Responsibilities: -

- Mainly working on the legal handbook creation for Zilla Parishad Nagpur.
- Conduct legal research on matters 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 -

- 1) Recently graduated in LLB, BA. LLB & BBA. LLB course.
- 2) 2nd and 3rd year law students of LLB course.
- 3) 3rd, 4th, 5th year law students of BA. LLB & BBA. LLB 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.
- Proficiency in 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 25/05/2024 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