

Jobs

In Pune, Rishabh Gandhi and Advocates is seeking a Senior Associate.



Senior Associate (Dispute Resolution and Arbitration) is needed in Pune by Rishabh Gandhi and Advocates.

Requirements include having an LL.B. or an equivalent integrated law degree (5-year or 3-year program) and being registered as an advocate with either the State Bar Council or the Bar Council of India.

Key duties include drafting and reviewing written statements, reply letters, statements of claim, statements of defense, counterclaims, rejoinders, interim petitions, and complaints for

litigation and arbitration.

To guarantee adherence to legal requirements and client goals, draft and examine consent terms, settlement agreements, legal notices, demand notices, and responses.

Analyze statutes, case law, and regulatory frameworks as part of comprehensive legal study on procedural and substantive law to support case tactics.

- independently appear before arbitral tribunals, the Bombay High Court, the National Company Law Tribunal (NCLT), Trial Courts, and other quasi-judicial bodies to handle hearings, debate motions, and present evidence.

In collaboration with clients, create and implement case strategies that include determining important legal concerns, evaluating risks, and suggesting workable solutions.

Oversee client meetings to go over case status, offer legal advice, and give plans for litigation and arbitration in areas like corporate litigation, bankruptcy, and commercial disputes.

Oversee and guide associates, junior associates, trainees, and paralegals, evaluating their work, giving them comments, and making sure that tasks are completed on time.

Oversee all aspects of litigation and arbitration, including coordinating with outside counsel as necessary, from the beginning of the case (such as filing petitions or claims) to its conclusion (such as judgments, awards, or settlements).

Keep thorough case files, keep tabs on due dates, and make sure all court and tribunal protocols—including those pertaining to electronic filing and documentation—are followed.

By standardizing drafting templates, optimizing case management procedures, and putting best practices into practice for efficiency, you can help to enhance processes.

In order to fulfill case deadlines, work flexible hours and travel as needed for court appearances, client meetings, or arbitral processes both inside and outside of Pune.

Profile of the Candidate:

- A thorough understanding of both substantive and procedural legislation, such as contract law, company law, and commercial laws, as well as the Code of Civil Procedure, Arbitration and Conciliation Act, and Insolvency and Bankruptcy Code.
- Proven proficiency in managing intricate legal matters in a variety of fields, including real estate, intellectual property, corporate litigation, insolvency, and commercial disputes.
- Outstanding research and analytical abilities, including the capacity to decipher complex legal materials, recognize precedents, and formulate original legal arguments.
- Strong written communication abilities, as evidenced by the accurate and convincing composition of legal papers, opinions, and letters.

- Strong oral communication abilities, including the capacity to professionally interact with clients and stakeholders, negotiate with opposing lawyers, and present arguments in court.
- Proven leadership abilities, such as mentoring less experienced team members, assigning responsibilities, and encouraging teamwork.
- Strong project management abilities, demonstrated by the ability to oversee several cases at once, adhere to deadlines, and produce outcomes under duress.
- A proactive, solution-focused mindset that is prepared to take the initiative, suggest changes to the process, and find innovative ways to solve problems.
- Outstanding ability to draft, analyze data, and create presentations using Microsoft Office products (Word, Excel, and PowerPoint).
- Proficiency in Hindi or Marathi is highly preferred for client contacts and regional court processes, although fluency in English is required.
- Participation in continuing legal education, bar association events, or pertinent certificates demonstrate a commitment to professional development.
- Reliable, accountable, and known for upholding ethical standards and client confidentiality. They also have a strong feeling of ownership for the situations they are given.
- Flexible and unrestricted by tasks, with a readiness to participate in firm-wide projects like client development or knowledge-sharing meetings.
- thrives in the dynamic, cooperative atmosphere of a boutique law practice, making a valuable contribution in a small yet encouraging team environment.

Extra Advantages:

- Annual rewards based on performance
- Possibilities to guide firm projects and mentor junior associates
- Possibilities for networking through bar association activities and events sponsored by the firm
- Assistance in attending workshops, seminars, and conferences
- Tailored orientation to fit in with our tight-knit team and business procedures

How to Put Yourself Forward:

- Candidates who are interested should send an email to **info@rgaa.co.in** by **June 15, 2025**, with their resume, present salary, location, availability, and notice period.
- A Google Form for a preliminary screening will be sent to the shortlisted individuals.
- Interview invitations will be extended to the chosen applicants.
- The Digital Personal Data Protection Act of 2023 will govern the handling of all personal data.
- Only those who have been shortlisted will be contacted.
- Employing attorneys?
- Think about posting your needs on Bar & Bench **Classifieds!**
- Ravi can be reached at **ravi [at] barandbench [dot] com.**

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