

Hiring Legal Associates for Dhaka Office



Educational Requirements:

- Master of Laws/Bachelor of Law from any private/public university with minimum CGPA 3.5 in the scale of 4.
- Preferred Professional Certification: Bangladesh Bar Council Member, Enrolled with High Court.

Additional Requirements:

- Skill Required: Drafting, Conveyance & Consultancy.
- Male and Female both are allowed to apply.
- Good proficiency in writing and speaking English.
- Have to be familiar with Dhaka District Court, Dhaka Magistrate Court and High Court Premises.
- Candidates have to possess positive work attitudes, integrity, good manners/courtesy, etiquettes and good interpersonal skills.
- Candidates must be ready to work under pressure.

Experience Requirements:

- At least 5 years of practice at Court.
- The applicants should have experience in the followings area(s):
Admiralty Matters, Company matters, Corporate and Commercial Law, Labour Law, Lawyer Regulatory Law.

Work Responsibilities:

- To represent clients in the District Courts, High Courts and other special courts like Divisional Court, Labour Court, Custom and Exise Court.
- Following up Civil matters.
- To draft civil application, plaint, civil revision, writ petition to be filled in the Hon'ble High Court Division of the Supreme Court of Bangladesh.
- Drafting or vetting of agreements, Memorandum of Understanding, Power of Attorney etc.
- Dealing with Registrar of Joint Stock Companies & Firm etc.
- To deal with in-house and outdoor court activities (as per requirement) in

Dhaka.

- Other official works as per instructions.

Employment Status:

Full time

Job Location:

Dhaka

Schedule:

Office Hours: 9 am to 6.30pm

Days: 6 days per week

Salary:

Attractive remuneration packages will be provided for the deserving candidate.

Compensation & Other benefits:

As per firm's policy

To Apply:

Submit your CV at admin@mclegalservices.com

Or, at Secretariat MCLaw Services, MHK Terminal (6th Floor), 110, Kazi Nazrul Islam Evenue, Bangla Motor, Dhaka- 1000, Bangladesh.

Applications should include:

- CV
- Cover Letter, including the following information:-
 - Brief statement of interest in position sought
 - Dates of Availability
 - Names and Contact information of two referees (academic or professional).

****Recent passport photograph must be enclosed with the resume.**