

Position Title	Associate
Position Type	Full Time / Permanent
Number of Positions	1 (one)
Location	New Delhi (primarily working from home) with travel to Head Office in Chandigarh as and when required. Note: The candidate must be based in New Delhi.
Minimum Post Qualification Experience	3 to 5 years (may be flexible depending on the applicants' ability)
Proposed Joining Date	Jan – April 2022
Probation Period	6 months

About the Firm

Sarin & Co. was established in 1932 in Lahore, Pakistan. After partition of India, Mr. Harbans Lal Sarin, Senior Advocate and founder of the Firm had to shift his practice to Shimla. With the inauguration of Chandigarh which was Pt. Nehru's vision for a modern India, Mr. Sarin and the Firm shifted base to Chandigarh.

The Firm specializes in litigation and is best known for its civil law practice as it has produced some of the brightest legal luminaries in India. A little-known fact is that till 1966 Delhi had a Circuit Bench of the High Court of Punjab till the Delhi High Court Act was enacted.

The Firm established its aviation practice in 2008 and has become one of the fastest growing law firms specializing in aviation finance, aviation regulatory services as well as litigation in India. The Firm prides itself on truth, honesty and integrity which trumps outcome and speed.

Role Summary

Note: This job description is generic and therefore, is not an exhaustive list of duties and responsibilities.

This is an excellent opportunity for a mid/senior level associate to join a young, vibrant and modern legal team.

This role, inter alia, requires strong knowledge of the aviation industry including specific knowledge of the regulatory framework and the various statutes, rules and regulations that deal with aircraft finance and leasing transactions. The prominent ones being the Aircraft Act 1934, the Aircraft Rules 1937, the Foreign Exchange Management Act 1999 (and the rules framed thereunder) and the Reserve Bank of India regulations. The applicant must also be proficient in tax matters, specifically international tax matters and issues.

The successful candidate will be required to perform a multitude of tasks, not restricted to legal advice and transaction work only but also towards building the resource material of

the Firm which includes writing and researching matters for articles and other resources to be published by the firm. The candidate will also be required and expected to build on the strong base available to the team and to expand its aviation and finance practice.

At Sarin & Co, associates are given regular and direct contact with clients, with a culture based on associates being given the level of responsibility they are ready for, rather than a PQE based method of work allocation.

The shortlisted candidate will be offered a competitive salary and associated benefits.

Responsibilities

The candidate is expected to:

- Be a team builder with a keen willingness to see the Firm achieve higher levels of success.
- Provide advice on law, legal / regulatory procedures, and a wide range of associated issues to our clients. This will, inter alia, include drawing up / reviewing contracts, other legal documents and representing clients in tribunals and in Courts where required.
- Developing relationships with clients including gaining a good knowledge of the client's businesses, economic drivers, market, and sector requirements in order to ensure the advice offered is relevant and commercially sound.
- Be a brand ambassador of the Firm and respect Partners, team members, and clients alike and in doing so earn the respect of the Firm, team members and clients.
- To be able to demonstrate that they are able to work remotely without significant supervision and have developed a particular strength and reputation in their current work area.
- Successfully run projects that involve other people in the Firm.

Qualifications

The successful candidate should be able to demonstrate all the following:

- A qualified Advocate with an absolute fluency in English, both in writing and in speech and excellent academic credentials.
- Proficient in Microsoft Word and other such similar tools.
- Relevant experience preferably within a professional services firm including litigation experience at various tribunals including and not limited to the National Company Law Tribunal and the Customs Excise and Service Tax Appellate Tribunal.
- Relevant experience in tax matters, specifically international tax matters and issues.
- Evidence of interest in, and commitment to, the success of the Firm.
- A self-starter, able to demonstrate high levels of initiative and motivation, but also possess the ability to work closely with other team members and displaying trust and loyalty.
- Ability to manage assigned tasks remotely and otherwise in an assertive, efficient, and timely manner.
- Strong service orientation - a "client first" culture.
- Be a go getter and ability to proactively take charge of matters and get things done.

- Exceptional interpersonal skills, demonstrating professionalism in all dealings.
- Able to deal sympathetically and appropriately with clients and to show empathy with them.
- Outstanding communication skills and the ability to adapt style as required.
- A keenness to learn.
- Must be able to multitask and keep calm under pressure.
- Must possess the flexibility to work outside normal office hours as may be required from time-to-time and travel as and when required.

Process of Selection

- Submission of detailed CV's;
- Intimation of shortlisted candidates;
- Interview of candidates (physical or virtually);
- Final selection of candidate.

Interested candidates are requested to send their detailed CV to careers@sarinlaw.com. The final date for submission of CV's is 15th January 2022. The Firm will intimate short listed candidates thereafter and schedule interviews at a mutually convenient time.