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| <b>POSITION</b>                     | Associate  |
| <b>TYPE</b>                         | Full Time / Permanent  |
| <b>VACANCIES</b>                    | 1 (one)  |
| <b>LOCATION</b>                     | New Delhi (primarily working from home) with travel to Chandigarh as and when required.<br>Note: The candidate must be based in New Delhi.   |
| <b>MINIMUM REQUISITE EXPERIENCE</b> | Minimum 3 to 5 years of experience in 4 out of 5 aspects of law detailed below: <ul style="list-style-type: none"> <li>• Foreign exchange control laws and Reserve Bank of India laws and regulations;</li> <li>• Company Law including but not limited to the Insolvency and Bankruptcy Code;</li> <li>• Securities law and M&amp;A;</li> <li>• Tax matters, GST; and</li> <li>• Litigation experience in the above matters.</li> </ul> Please note experience in dealing with aircraft leasing and finance related matters is not a pre-requisite to qualify for this role, however any such experience must be highlighted. |
| <b>PROPOSED START DATE</b>          | August – September 2023  |
| <b>PROBATION PERIOD</b>             | 6 months   |

#### ABOUT THE FIRM

Sarin & Co. was established in 1932 in Lahore, Pakistan.

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.

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 foreign exchange laws; company law

including bankruptcy related laws; securities and M&A related laws; laws pertaining to international / cross border tax matters; and litigation experience in these matters. Candidates with aviation industry knowledge of the regulatory framework and the various statutes, rules and regulations that deal with aircraft finance and leasing transactions will be preferred.

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.
- The candidate would be required to actively procure work and thereby contribute to the success of the Firm.

## QUALIFICATIONS

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

- A qualified Advocate with absolute fluency in English, both in writing and in speech.
- Proficient in Microsoft Word and other such similar tools.

- Relevant experience 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; matters dealing with securities and M&A.
- 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

- Please send your CV to [consult@sarinlaw.com](mailto:consult@sarinlaw.com) along with the completed candidate checklist and a statement of purpose;
- We will, via email, notify the shortlisted candidates;
- We shall conduct an Interview of candidates (may be physical or virtual);
- Final selection of candidates may be carried out.

Interested candidates who meet the minimum requisite experience criteria are requested to send their detailed CV along with the completed candidate checklist and a statement of purpose (not more than an A4 size document) to [consult@sarinlaw.com](mailto:consult@sarinlaw.com)

The final date for submission of CV's is 24<sup>th</sup> July 2023 (end of day). The Firm will intimate short listed candidates thereafter who may undergo a written assessment and interview at a mutually convenient time.

**CANDIDATE CHECKLIST**

|  |   |  |
|--|---|--|
| Candidate name:  | : |  |
| Years since issuance of license to practice:   | : |  |
| Years of experience:   | : |  |
| City of residence:   | : |  |
| Do you have experience in ( <i>if yes, please add your experience in the statement of purpose</i> ): |   |  |
| 1. aviation matters?   | : |  |
| 2. foreign exchange and Reserve Bank of India matters?   | : |  |
| 3. company law as well as the Insolvency and Bankruptcy Code, 2016?                                  | : |  |
| 4. securities and mergers and acquisition law?   | : |  |
| 5. tax related matters?  | : |  |
| 6. litigation?   | : |  |
| Are you currently employed?  |   |  |
| Current salary   | : |  |
| Expected salary  | : |  |

**Note on statement of purpose:** Along with this checklist, please draft a statement of purpose on (i) why would want to work with the Firm (ii) why you want to leave your current employer and (iii) your experience on the subject matters listed above. This document should be limited to a single A4 size piece of paper.

Name:

Signature:

Date and Place: