



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 499

Dated: 18th March 2023

Sub. Placement opportunity for students of Master's or Bachelor's degree in English or any other field (Except B.Tech, BBA and BCA), of 2023 passing out batch or 2022 passed out batch of GGSIPU in the company “INTTL Advocare”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for students of Master's or Bachelor's degree in English or any other field (Except B.Tech, BBA and BCA), of 2023 passing out batch or 2022 passed out batch of GGSIPU in the company “INTTL Advocare” for your reference and circulation to students to apply on given link by **20th March 2023**

Registration link: <https://forms.gle/oAm3rRNEMtmkbhML8>

Company – INTTL Advocare, a leading IPR law firm based in Noida. INTTL Advocare is a dynamic and innovative law firm that offers a challenging and rewarding work environment. Our team of legal professionals is dedicated to providing our clients with the highest quality legal services.

Positions – Litigation Executive

As a Litigation Executive, the candidate will provide administrative and executive support to the litigation teams in areas such as correspondence, billing, setting up meetings, and follow-up on deadlines. The ideal candidate would have a Master's or Bachelor's degree in English or any other field, along with excellent communication and executive skills. We are looking for freshers from your college who may be interested in this profile.

Eligibility – Student of Master's or Bachelor's degree in English or any other field, of 2023 passing out batch or 2022 passed out batch of GGSIPU. (Except B.Tech, BBA and BCA)

Package – **INR 30,000 – INR 40,000** per month, depending on their calibre. Further details would be made known to the candidates during the interview stage.

Please find JD for more information.

LAST DATE FOR REGISTRATION IS 20th March 2023.

(Ms. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIPU

Job Title: Litigation Executive

Job Type: Full-time

Job Location: Noida

About INTTL Advocare:

INTTL Advocare is a leading intellectual property rights (IPR) law firm with a dynamic and innovative team of legal professionals. We are looking for Litigation Executives to join our litigation department and assist each team in areas such as correspondence, billing, setting up meetings, and follow-up on deadlines.

Job Description:

As a Litigation Executive, you will be responsible for providing administrative and executive support to the litigation teams. Your primary responsibilities will include:

- Assisting with correspondence, including drafting and proofreading legal documents and client communications
- Handling billing and invoicing for the litigation department
- Setting up meetings, scheduling appointments, and managing calendars for the litigation teams
- Following up on deadlines and ensuring that all tasks are completed in a timely manner
- Supporting the litigation teams in any other tasks as required

Qualifications:

- A Bachelor's or Master's degree in (preferably) English or any other field
- Excellent communication and executive skills
- Attention to detail and ability to work independently
- Strong organizational and time-management skills
- Ability to work under pressure and meet tight deadlines

Experience:

We are looking for candidates who are freshers or have 1-2 years of experience in a similar role.