



Government Law College

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PLACEMENT COMMITTEE

Email: placements.glc@gmail.com | Website: glcplacements.com

Ref. No. **GLC/RCC/2022-23/0003**

Date: **13th February, 2023**

FEBRUARY PLACEMENT WEEK, 2023

The Placement Committee is pleased to announce the **February Placement Week, 2023**.

1. Schedule and Details:

- Position: Intern, Associate / Advocate, Articled Clerk¹
- Eligibility: V-III, V-IV, V-V & III-I, III-II, III-III
- Dates for Student Registration & CV Submission: 23rd, 24th and 25th February, 2023.
- Venue: Ground Floor, GLC, Mumbai
- Time: 11:00 AM - 05:00 PM on all three days
- Lunch Hour: 01:30 PM - 02:30 PM on all three days
- Non-refundable Registration Fee: INR 450/- (*Online Payment only*)
- List of Recruiters participating in February Placement Week, 2023 will be released by 20th February, 2023, 11:59 PM.

2. Required Documents (hardcopies):

- Curriculum Vitae ("CV") as specified in Clause 3.
- Original internship certificates of previous internships mentioned in the CV.
- Email proof of ongoing / upcoming internships (if any) mentioned in the CV.
- Original marksheets / results of each semester (and ATKT / revaluation marksheets, if any).
- 10th original marksheet
- 12th original marksheet
- Graduation original marksheet/ degree certificate (mainly applicable to III Year Course)
- Educational course certificates (if any)
- Moot court competition certificates (if any)
- Extension marks proof (if applicable)

3. Guidelines for CV

- CV should be made via the [CV Builder](#) strictly. Any CV not made via the CV Builder will not be accepted.
- Candidates will be directed to remake the CV, if the above point is not adhered to.²

¹ Candidates are expected to know about the Articled Clerk position while applying and that it is a three-year clerkship under a Solicitor which is inter alia, a pre-requisite to become a Solicitor.

² Candidates are advised to carry their laptops in case of any rectification to be carried out in the CV and also for the ease of filling out the Google Forms and viewing the List of Recruiters.

- The aggregate and cumulative percentage must NOT be rounded off.
- Mention your internships from latest to oldest along with the exact start and end dates. The said dates should match those in the internship certificates.
- The Placement Committee reserves the right to not accept any CV that does not adhere to the points as mentioned under this clause.

4. Procedure for February Placement Week, 2023:

- Candidates will be required to register themselves at the Student Registration Desk by filling a Google Form³ which will mainly include personal information, fee receipt / photo of ID card of the current academic year, passport size formal photograph and candidate's choice of recruiters.
- After submitting the Google Form, candidates will then proceed to the Verification Desk⁴ wherein they will be required to produce documents specified in Clause 2.
- Post successful verification of the CV, candidates will have to pay an amount of INR 450/- at the Registration Fee Desk for which a QR Code / bank details will be provided to make the payment. Upon successful payment, a payment receipt will be issued.
- At the Softcopy Desk, candidates will be required to submit the hardcopy of the verified CV and upload a softcopy of the verified CV including a screenshot indicating proof of payment via a Google Form.

5. Number of Recruiter Preferences:

- The maximum number of recruiters that each candidate can apply for is 12 in total and the same will NOT be considered in any order of preference.
- Candidates applying for more than one position with the same recruiter should note that this would be counted as two or more choices.
- It is NOT mandatory to fill all 12 preferences.
- Since the List of Recruiters will be released well in advance, candidates are expected to decide their choice of recruiters beforehand. Under no circumstances, will the candidates be allowed to change their preferences after submitting the Google Form and no requests for the same will be entertained.

6. Selection Process:

- Interviews / group discussions / selection process will be conducted anytime in the month of March, 2023 or thereafter at the recruiter's discretion.
- Applicants will be required to appear for the interviews as per the mode decided by the recruiter as no requests for change in the mode or rescheduling of the interview will be entertained.

7. All standard [Rules and Regulations of the Placement Committee](#) are applicable. Failure to comply with the same will attract suitable actions against such candidates including a ban at the complete

³ QR code/ link for the Google Forms will be provided on the respective desks.

⁴ All the documents specified under Clause 2 except the CV are only for verification purpose and the same are not required to be submitted to the Placement Committee.

discretion of the Professor-in-charge Prof. Pithawalla and the General Secretary. Additionally, please read the [Placement Notification](#) dated 12th January, 2023 carefully.

8. Candidates are expected to remain present in person with the original documents as under no circumstances will a proxy or an online application be entertained.

9. In case of any query, you may contact any of the below-mentioned Senior Coordinators:

- **Niharika Gupta** (+91 9920334340)
- **Rutuja Jadhav** (+91 7972109819)
- **Dhanvi Shah** (+91 98693 29954)
- **Saniya Ahir** (+91 8369790400)

Important Note: The Placement Committee reserves the right to not accept any application that does not adhere to any of the above-mentioned guidelines.

Prof H. D. Pithawalla

Professor In-charge

Mansi Dhadke

General Secretary

Kind Regards,



Placement Committee,

Government Law College, Mumbai.