



भारत सरकार  
कॉर्पोरेट कार्य मंत्रालय  
कम्पनी रजिस्ट्रार का कार्यालय,  
मध्यप्रदेश,  
संजय कॉम्पलेक्स, 'ए' ब्लॉक, तीसरी मंजिल,  
जयेन्द्रगंज, ग्वालियर - 474 009.

GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS  
Office of The Registrar of Companies,  
Madhya Pradesh,  
Sanjay Complex, 'A' Block, 3<sup>rd</sup> Floor,  
Jayendraganj, Gwalior - 474 009.

**SPEED POST**

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No. ROC-G/Admn./2025/ 1895 to 1903

Date:

6 FEB 2025

To

All the Principal/HOD/Director-in-Charge of  
(National Law School, Law University, Law Institute, Govt. Law College),

**Sub.: MCA Legal Training Program - Scheme for the engagement of under-graduate law students /fresh law graduates on Pro-bono basis for assisting litigation work at the Ministry headquarters and field offices-regarding.**

Madam/Sir,

With reference to subject cited above, it is informed that Ministry of Corporate Affairs, New Delhi desires to implement the MCA Legal training program - Scheme for engagement of legal trainees in the Ministry and all offices of Regional Directors (RDs), Registrar of Companies (ROCs) and Official Liquidators (OLs), **on Pro-bono basis** to provide the valuable first-hand legal exposure to under-graduate law students and fresh law graduates as per the specific terms.

In this connection this office invites the candidature of 4 to 5 legal trainees (mix of fresh law graduates and under -graduate law students) from desired/eligible students who wants to take part in the legal training **at ROC Office Gwalior**. Under-graduate law students will be engaged as legal trainees for a total duration of 3 months (comprising of 2 months summer training and 1 month winter training) and fresh law graduates will be engaged for a duration of 1 year as part of the training program as per the following terms.

1. A legal trainee shall carry out the following work.-

- (i) Preparation of complete case sheets, including brief history and orders passed, in prosecutions for compoundable/non-compoundable offences pending with this office.
- (ii) Prepare and maintain an up-to-date status of the stage and age of prosecutions for compoundable / non-compoundable offences pending with this office.
- (iii) Prepare suggested further course of action for each prosecution for compoundable /non-compoundable offences, with the assistance of the legal department of this office.
- (iv) Besides the aforementioned primary work, legal trainee may assist the legal department of this office in preparation, filing and monitoring of the litigations/prosecutions in this office. This would include, but not be limited to, drafting of fresh complaints, petitions, counter affidavits etc... preparation of brief of each pending case, status of service in the matter. Completion of case file and other ancillary tasks.
- (v) The legal trainee may accompany the prosecutor/concerned officer to the Courts/Tribunals for assistance/observation of proceedings.
- (vi) Perform the tasks mentioned in (i) to (v) above, for all legal matters of this office before the Hon'ble Supreme Court/High Courts/Tribunals.
- (vii) Under no circumstance, a legal trainee would represent this office before any Court/Tribunal but may be permitted to liaise with Government Authorities/Court Staff/Central

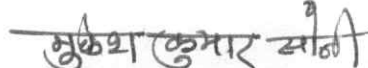
Agency Section of the Supreme Court/Litigation Section of the High Court/Ld. Counsels/Ld. ASG, after authorization from the Registrar of Companies, MP, Gwalior.

- (viii) The tasks entrusted to the legal trainees would be carried out under the supervision of senior officers/reporting officers of this office.
2. A Certificate will be issued to each legitimate legal trainee, upon completion of the legal training successfully and subject to submission of final report of the Registrar of Companies, MP, Gwalior on the work performed by each trainee, acknowledging their contribution, under signatures of the Registrar of Companies, MP, Gwalior.

It is pertinent to mention here, that such valuable legal training will sure strengthen the basic knowledge of candidates to perform the various litigation matter specially in the field of Corporate Law, IBC code, Liquidation matters, Amalgamation, Merger/Demerger, NCLT/NCLAT and Registration of Companies/LLPs related matters etc. and also will be play a very important role in their Carrier Progression.

**In view of the above you are requested to paste the same on your Notice Board for notice to the students/eligible candidates of your institution and also communicate the same to your affiliated law college/law schools/ Law Institute for wide circulation amongst the legitimate candidates.** Resume detailing the candidates academic and Professional along with the forwarding/recommendation letter duly forwarded/attested/recommended by the office of principal/Director-in-charge/Dean of the University/Law College/Law school shall only be considered only via email at [roc.gwalior@mca.gov.in](mailto:roc.gwalior@mca.gov.in) so as to enable this office to forward the same to the Legal Section of the Competent Authority for final approval for the engagement of legal trainees in this office.

Yours Faithfully,

  
(Mukesh Kumar Soni)  
Registrar of Companies  
Madhya Pradesh, Gwalior

Copy forwarded for information to : The Regional Director, Ministry of Corporate Affairs, North West Region, Ahmedabad.