



RAJASTHAN STATE LEGAL SERVICES AUTHORITY
VIDHIK SEVA SADAN, VIDHIK SEVA MARG, C-SCHEME, JAIPUR
RAJASTHAN HIGH COURT CAMPUS, JAIPUR BENCH, JAIPUR
(Phone : 0141-2227481, FAX: 2227602, Toll Free Help line No. 9928900900)

Circular No. .02./RSLSA/Internship/2026

Date: 24.03.2026

:: CIRCULAR ::

Sub: Standard Operating Procedure (SOP) for Internship Programme of RSLSA.

In furtherance of guidelines issued earlier vide circular no. 01/RSLSA/Internship/2025 dated 11.11.2025, the following SOP is hereby issued for smooth & orderly implementation of Internship Programme:-

1. Mode of application:

Internship application forms shall be submitted strictly online through the Google Form available on the official website of RSLSA i.e. <https://rajasthan.nalsa.gov.in/>

The 22nd day of the preceding month shall be the last date for submission of applications for internship in any particular month. Applications or requests received after the said cut-off date shall not be entertained under any circumstances.

2. Capping on number of interns:

The maximum number of interns to be accommodated under the Internship Programme for any given batch shall be limited to 100 (one hundred) students.

3. Mode of Selection:

Selection of interns shall be made strictly on a 'first-come, first-served basis', subject to fulfilment of the prescribed eligibility criteria. Once the maximum limit of 100 interns is reached for a particular batch, no further applications shall be entertained.

4. Regulation of Internship Batches:

The list of selected applicants shall be placed before the Hon'ble Member Secretary, RSLSA, for approval and Internship Programme shall be conducted strictly in accordance with the pre-determined internship batches notified for the relevant calendar year.



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5. **Mandatory submission of Letter of Recommendation:**

To ensure that applications are received only from bona fide law students, submission of a Letter of Recommendation shall be mandatory for all applicants seeking internship under the Programme.

5. **Transportation facilities to interns for scheduled visits:**

The RLSA/DLSA offices shall not provide any transportation facilities to interns for travel to places of scheduled visits or field activities undertaken as part of the Internship Programme.

Transportation may be facilitated by the office only in exceptional circumstances, such as inclement weather or where the locations of scheduled visits are situated at a considerable distance from the office, subject to availability of resources and prior approval of the competent authority.

6. **Emphasis on Practical Exposure and Field Engagement:**

The Internship Programme shall place **greater emphasis on practical exposure, field engagement, and institution-based experiential learning**, which form the core objectives of the Programme.

Accordingly, theoretical sessions during the first and third phases of the internship shall be suitably calibrated to complement and support hands-on experience, visits to relevant institutions, and project work, thereby enhancing interns' practical understanding of institutional functioning.

7. **No Separate Evaluation or Feedback post internship:**

No separate feedback, evaluation, endorsement, or assessment shall be provided to interns upon completion of the Internship training, other than the Certificate of Internship issued by this Office upon the successful completion of Internship.

By Oder

Member Secretary

Rajasthan State Legal Services Authority
Jaipur



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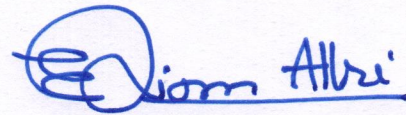
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No. 7280-7288

Date: 24-03-2026

Copy forwarded to following for information and necessary action:

1. The Director, Rajasthan state Legal Services Authority, Jaipur
2. The Joint Secretary, Rajasthan State Legal Services Authority, Jaipur/Jodhpur
3. The Special Secretary (Mediation & Arbitration), Rajasthan state Legal Services Authority, Jaipur
4. The Secretary, Rajasthan High Court Legal Services Committee, Jaipur/Jodhpur
5. The Deputy Secretary-I, Deputy Secretary-II, Deputy Secretary (Action Plan & ADR), Rajasthan state Legal Services Authority, Jaipur
6. The Secretary, District Legal Services Authorities, all Rajasthan
7. Office Copy.



Member Secretary