

NOTICE

Guidelines for LLB Internship programme in the Department of Justice

The guidelines for internship programme in the Department of Justice are as follows:

1. Purpose:

Department of Justice (DoJ) organizes Internship Programme for young law students for doing internship. The purpose of this Programme is to well acquaint young law students with the working of Department of Justice by giving training in the field of research & referencing work, in various specialized areas of justice delivery, such as Access to Justice (Tele-law, Nyaya Bandhu, Legal Aid, Probono legal services), eCourts services, Fast Track Special Courts, National Mission for Justice Delivery & Legal Reforms and CSS for development of infrastructure in the District and Subordinate Judiciary.

2. Eligibility:

Indian students who are pursuing studies in 2nd & 3rd year of three-year degree course and in 3rd to 5th year of five-year degree course or students who have completed their LLB course from any recognized college/law school/university.

3. Duration of internship:

Duration of internship ordinarily remain for a period of one month (four weeks). Monthly internship shall start from 20th June 2022 onwards during the current financial year (FY 2022-23). The following **three slots** offered during the **1st Phase**:

- i. From 20th June 2022 to 19th July 2023.
- ii. From 20th July 2022 to 19th August 2023.
- iii. From 22nd August 2022 to 21st September 2023.

Last date for application for the 1st Phase: The last date for application for the 1st slot is 18th June 2022. The last date for application for the 2nd slot is 18th July 2022. The last date for application for the 3rd slot is 18th August 2022.

The 2nd Phase will be from November 2022 to January 2023 and the date of application for internship will be notified in Departments website in advance.

4. Number of students for internship in a month:

The maximum number of interns to be allowed in a given monthly slots will be 10-20.

5. Procedure to apply:

The student willing to undergo internship program in Department of Justice may fill his/her application along with relevant documents/a No Objection Certificate from his/her respective college/university. The application form can be accessed on the website <https://dashboard.doj.gov.in/internship> of Department of Justice. The students are advised to fill up the form online and upload all the documents prior to the last date.

6. Selection:

Selection of interns will be on first come first serve basis, subject to the availability of slot and approval of the Competent Authority. All further intimations will be sent through SMS and Emails respectively.

7. Placement:

Each selected intern shall be posted with an officer of the level of Deputy Secretary/Director/Joint Secretary/Additional Secretary/O/o the Secretary, Department of Justice / O/o the Minister of State (Law & Justice)/ O/o Minister of Law & Justice with the approval of the Competent Authority.

8. Submission of Report:

At the end of the Internship Programme, all the interns will be required to submit a report on the work undertaken in this Department.

9. Certificate of Internship:

On satisfactory completion of internship, a Certificate of Internship shall be awarded. For satisfactory completion inter-alia 90% attendance is mandatory. This is a full time internship to be attended physically and the interns are not expected to pursue any other course/work during the tenure of internship.

10. Termination:

The Department may terminate the training programme of an intern at any time without assigning any reasons.

11. Terms & Conditions:

- i. The Intern as to make his/he own accommodation arrangement during the internship.
 - ii. Interns are required to present themselves at respective locations/premises from 9.00 AM to 5.30 PM unless otherwise permitted by the controlling officer.
 - iii. The Intern shall follow the rules & regulations which are in general applicable to employees of the Department.
 - iv. The Intern shall follow the confidentiality protocol of the Department and shall not reveal to any person or organization confidential information relating to the Department, its work and policies.
 - v. The Internship is neither an employment nor an assurance of an employment with the Department.
 - vi. Interns will follow the advice given to them by the Department regarding representations to third parties.
 - vii. In the event of unsatisfactory performance, the concerned intern may be advised by Department of Justice to discontinue the Internship.
 - viii. If the intern decides to disengage from the Department, prior intimation should be given to this Department.
 - ix. The dress code of interns shall be formal black pant with white plain shirts.
- 12.** Selected interns are advised to contact respective Offices/ Admin Section in the Department of Justice for entry passes during the internship wherein the interns are posted.
- 13. Honorarium:**
The interns shall be given an honorarium of Rs.5000/-on completion of their internship.

For further information/clarification Kindly Contact
Under Secretary (Admn.) at Tele-011-23072137

Email-sidhu.rajender@nic.in;

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION

(To be given on Letter Head)/ To be signed by HOD/Principle

Dated:-

Subject:- No Objection Certificate for Department of Justice Internship Programme.

It is certified that <Mr. / Ms/>_____ is a bonafide student <College ID No.> of < Semester/Year> of <name of the programme> of this <Institution/College>.

The <Institution/College> has no objection for doing the Internship Programme in Department of Justice for the period from _____ to _____.

It is also certified that <he/she> is not registered for any course requiring <his/her> attendance in the class during the said period.

The conduct of the student as recorded by the <college/institution> has been found good/satisfactory/unsatisfactory.

(Signature and Seal)