

# Notice

## Guidelines for LLB Internship Programme in the Department of Justice

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

### **I. 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, Pro-bono Legal Services), e-Courts services, Fast Track Special Courts, National Mission for Justice Delivery & Legal Reforms and CSS for Development of Infrastructure Facilities in the District and Subordinate Judiciary.

### **2. Eligibility:**

Indian students who have completed 2nd year of study and have written the examination to enter 3rd year or studying in the 3rd year of three-year degree course or the students studying in the 4th year who have written examination to enter 5th year or studying in the 5th year of five-year degree course.

### **3. Duration of internship:**

Duration of internship ordinarily remain for a period of one month (four weeks). Monthly internship shall start from the month of June, 2023 onwards during the current financial year (FY 2023-24). The following three slots offered during the I" Phase (Summer Programme):

- i. From 08.06.2023 to 07.07.2023.
- ii. From 08.07.2023 to 07.08.2023 .
- iii. From 08.08.2023 to 07.09.2023

**3.1 Last date for applications for the 1<sup>st</sup> Phase (Summer Programme):** The last date for receipt of application( online on website of the Department of Justice) will be as under:

Batch NO	Duration of Internship	Last date of receipt of applications
I	From 08.06.2023 to 07.07.2023.	06.06.2023 by 17:00 hrs
ii	From 08.07.2023 to 07.08.2023	03.07.2023 by 17:00 hrs
iii	From 08.08.2023 to 07.09.2023	04.08.2023 by 17:00 hrs

**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 candidates only subject to requirement of the Department. Orders of the Competent authority in this regard will be final.

**5. Procedure to apply:**

The student willing to undergo internship program in Department of Justice may fill his/her application form to undergo internship programme in the Department of Justice along with relevant documents and 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 the Department of Justice. The students are advised to fill up the form online and upload all the documents prior to the last date.

**6. Preference:**

Candidates applying for internship with the Department of Justice should give preference for undergoing internship for the following schemes run by the Department of Justice:

- (i) Designing Innovative solutions for Holistic Access to Justice (DISHA);
- (ii) e-Courts;
- (iii) Fast Tract Special Courts;
- (iv) National Mission for Justice Delivery and Legal Reforms.

**6.1** As far as possible candidates will be allotted Ist Preference, Second and subsequent choice will be allotted only when the all first-choice of all candidates has been accommodated. Allotment made by the Department in this regard will be final.

## **7. Selection:**

Candidates will be selected on first come first served basis. Orders of the competent authority in this regard will be final. All further intimations will be sent through SMS and E-mails respectively.

## **8. Placement:**

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

## **9. 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.

## **10. 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.

## **11. Termination:**

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

## **11. Terms & Conditions:**

- i. The Intern has to make his/her own accommodation arrangement during the internship. No TA/DA or remuneration other than Honorarium will be paid to the Interns by the Department of Justice.
- 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. Should an intern desire to discontinue internship midway, he will be required to give advance notice of at least 7 working days. However, competent authority may relax this condition in deserving cases.

- v. 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.
- vi. The Internship is neither an employment nor an assurance of an employment with the Department.
- vii. Interns will follow the advice given to them by the Department regarding representations to third parties.
- viii. In the event of unsatisfactory performance, the concerned intern may be advised by Department of Justice to discontinue the Internship.
- ix. The dress code of interns shall be formal black pant with white plain shirts.

## **12. Issue of Gate Pass**

Selected interns are advised to contact respective Offices/ Administration 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 (Admin) at Tele-011-23072138**  
**[Email-sidhu.rajender@nic.in](mailto:sidhu.rajender@nic.in) & [biswas.bablu73@gov.in](mailto:biswas.bablu73@gov.in)**

**FORMAT FOR NOC TO BE OBTAINED FROM**  
**COLLEGE/INSTITUTION**

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

Date:-

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

It is certified that Mr. /  
Ms/\_\_\_\_\_ is 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 with Seal)