



INSTITUTE OF LEGISLATIVE DRAFTING AND RESEARCH
[Established in 1989]
(An ISO 9001:2015 certified Institute)



“प्रारूपणं ज्ञानम् अभ्यासेन शोभते”

Fellowship Scheme

(kindly refer para 3 and 9 for applying for Fellowship under this Scheme)

1. Purpose and Eligibility

1.1 Institute of Legislative Drafting and Research (ILDR) seeks to motivate, train, create interest and enhance capacity building in legislative drafting, legal research and training through multi-track initiatives across Law, Policy and regulation.

1.2 ILDR offers Fellowship to graduates in law of 5 years integrated LL.B. Course, 3 years LL.B. Course and 3 years B.A. (Law) Course.

2. Duration

2.1 Duration of Fellowship shall commence from the date of joining for a period upto three months, as decided by the Competent Authority and can be renewed for one more term.

3. Procedure to apply

3.1 The candidates desirous for Fellowship in ILDR may fill the application form as per **Annexure-A**. Eligible candidates may also be nominated by Secretary, Legislative Department on the recommendation of Course Director (ILDR) or otherwise.

3.2 The candidates are also required to submit Character Certificate along with the application form. A format of Character Certificate to be signed by First Class Magistrate or by First Class Gazetted Officer is attached at **Annexure-B**.

3.3 Candidates are advised to send the original duly filled-in application form along with relevant documents through speed post at-least one month before the proposed date for commencement of the Fellowship. An advance copy of the application form along with relevant documents may be sent to ILDR at the coordinate set out in para 9. Incomplete and late applications shall not be considered and liable to be rejected.

3.4 Selected candidates are required to bring the original application along with all supporting documents in original on the day of commencement/joining for the Fellowship.

4. Selection

4.1 ILDR selects candidates for Fellowships on need-based basis. Selection of candidates for Fellowship is subject to the approval of Competent Authority. Decision of Competent Authority shall be final. ILDR reserves the right to select the candidates and to revise the scheme as and when found necessary. No remuneration, allowance or expense shall be paid or reimbursed to the selected candidates by ILDR under the scheme and no employment liability shall be undertaken by ILDR.

5. Terms and conditions

A. General terms and conditions

- (i) Candidates are required to wear formal dress only.
- (ii) Candidates are required to ensure their presence from 09:00 a.m. to 05:30 p.m. unless otherwise permitted by the controlling officer and shall be required to sign the daily attendance register in ILDR Section.
- (iii) Library facility is limited to referencing only, borrowing of books/journals shall not be extended to the candidates.
- (iv) If the candidate decides to disengage from the Department before completion of their tenure, he/she must give prior intimation in writing to this Department.
- (v) Candidates are required to bring Police Clearance Certificate, for the purpose of issuance of entry pass.
- (vi) Candidates may be assigned any responsibility relating to study, research or other work in connection with the functioning of the Department, and any material prepared by the candidates shall be the property of this Department.

B. Confidentiality

- (i) Candidates shall not disclose any confidential information related to the Department and may have restricted access to files or folder in hard or in electronic form, which are classified or secret in nature and they may be restricted to entry into any Section, Wing, Chamber or Room in the Legislative Department.
- (ii) In case it is found that there is breach of any confidential information related to the Department by the candidates, they shall be liable to legal consequences in the jurisdiction of Delhi only.

C. Undertaking

Candidates are required to sign the 'UNDERTAKING' in relation to the code of conduct and related issues concerning the Fellowship at ILDR at the time of joining which will be binding on their conduct during their tenure.

6. Report

6.1 Selected candidates shall be required to submit weekly progress report during the period of Fellowship. Further, at the end of the Fellowship, each candidate shall be required to submit complete report about the work done during their tenure.

7. Certificate

7.1 On satisfactory completion of Fellowship, a certificate of Fellowship shall be issued to the candidate. For satisfactory completion of Fellowship 90% attendance is mandatory. Certificate will not be issued to the candidates whose attendance is less than 90% of the total working days during the period of their Fellowship. Absent days shall be marked in the Certificate.

7.2 This is full time Fellowship to be attended physically and the candidates are not expected to pursue any other course/work during this period.

8. Termination

8.1 The Department may terminate the Fellowship of a candidate at any time without assigning any reasons.

9. Contact Details for submission of application form or for queries, if any:

Institute of Legislative Drafting and Research (ILDR), Legislative Department, Ministry of Law and Justice, Room No. 412, 'A' Wing, 4 th Floor, Shastri Bhawan, New Delhi-110001. Ph. No. 23384379 email: ildr.ld@nic.in

APPLICATION FORM FOR FELLOWSHIP

(to be filled in BLOCK LETTERS)

(Separate sheet may be used, if required)

1.	Name of the applicant	
2.	Father's Name	
3.	Address for correspondence	
4.	Contact details	Mobile Number: Email ID:
5.	Date of Birth (dd/mm/yyyy)	
6.	Gender (optional)	
7.	Name of the Education Institution from which Law Degree has been obtained	
8.	Details of Graduation 1. Name of College 2. Overall CGPA	
9.	Details of Articles, papers, Reports prepared, if any.	
10.	Details of involvement in extra-curricular activities, if any.	
11.	Reasons for undertaking of Fellowship at ILDR (50 words)	
12.	Whether Legislative Drafting/Legal Research was a part of curriculum.	
13.	Duration for which Fellowship is sought	From _____ to _____
14.	Prefect or vice-prefect or other similar position held, give details	
15.	Details of participation in moot courts, if any.	
16.	Details of any other significant achievement	

Note: - Attach detailed CV along with this application form

CHARACTER CERTIFICATE

(to be signed by First Class Magistrate or by First Class Gazetted Officer)

TO WHOM IT MAY CONCERN

Certified that Mr./Ms.
son/daughter of Shri is well known to me since
last years. To the best of my knowledge and belief he/she bears a good
moral character.

Signature with seal.....

Place.....

Dated:.....

Declaration

I _____ son/daughter of Shri _____
_____ have been Completed my three / five
years LL.B from college/institute/university _____
from the year _____ to _____, do hereby declare that the information
given above and in the enclosed documents are true to the best of my knowledge and
nothing has been concealed therein. In case any of the above information is found to be
false or misleading or misrepresenting, I am aware that I may be held liable for it and I
will expose myself to legal consequences including but not limited to cancellation of
Fellowship and withholding/withdrawal the benefits of the Fellowship.

I shall adhere to the code of conduct, confidentiality and work with integrity during the
tenure of fellowship in the Legislative Department.

I shall also declare that no criminal case is pending against me and I have not been
convicted of any offence by the court of law.

(Signature of the Candidate)

Date:

Place:

(To be filled by First Class Magistrate or by First Class Gazetted Officer)

Name:

Designation:

Ministry/Department/Organization with address:

Contact Details:

(Signature with Stamp)

Place:

Date: