

GUIDELINES FOR INTERNSHIP PROGRAMME

DEPARTMENT OF JUSTICE

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

1. Purpose:

The Department of Justice (DoJ) organizes Internship Programme for young law students with the sole purpose to well acquaint young law students with the working of the 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 in the District and Subordinate Judiciary.

2. Eligibility:

- i. Indian students from Law Universities/colleges recognised by Bar Council of India completed law degree;
- ii. Students, pursuing five-year integrated degree course, in the 4th year (7-8 semester) or 5th year (9-10 semester);
- iii. Students, pursuing three-year degree course, in the 2nd year (3-4 semester) or 3rd year (5-6 semester);
- iv. The qualification may be relaxed in deserving cases based on the need of the Department and subject to the prior approval of Secretary (Justice).

3. Duration of internship:

The duration of the internship ordinarily remains for a period of one month (four weeks). Monthly internship shall start from 02.06.2025 onwards during the current financial year (FY 2025-26). The following three slots are offered during the first phase(Summer Internship) :

First Slot - From 02.06.2025 to 01.07.2025

Second Slot - From 02.07.2025 to 01.08.2025

Third Slot - From 04.08.2025 to 03.09.2025

3.1 Last date for applications for the 1st Phase (Summer Programme): The last date for application for the 1st slot will be 23.05.2025. The last date for application for the 2nd slot will be 23.06.2025. The last date for application for the 3rd slot will 21.07.2025.

4. Number of students for internship in a month:

The maximum number of interns to be allowed in a given monthly slot will be 10 candidates only subject to requirement of the Department. Orders of the Competent authority in this regard

5. Procedure to apply:

The student, willing to undergo internship program in the Department of Justice, may fill out his/her application form **through online/offline mode or email (yadav.sanjay05@nic.in)** 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. Preferences:

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 1st Preference. Second and subsequent choice will be allotted only when all first choice candidates have 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 will be final in this regard. All further intimations will be sent through SMS and E-mails respectively. Candidates who have completed their internship with the Department of Justice during earlier years and earlier batches will not be considered for internship programme for the current year.

8. Placement:

Each selected intern shall be posted with an officer at the level of Deputy Secretary or Director or Joint Secretary or the O/o Secretary, Department of Justice 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 of the work undertaken in this Department during internship period.

10. Certificate of Internship:

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

11. Termination:

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

12. 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. 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 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 the 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 pants with white plain shirts.

12. Issue of Gate Pass

Selected interns are advised to contact respective Offices/ Admin Sections in the Department of Justice for entry passes during the internship wherein the interns are posted.

13. Stipend:

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 telephone No. 011-23072137

Email-yadav.sanjay05@nic.in

Sanjay Kumar

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)

Sanjay Kumar