

Policy for Internship in the Department of Justice

The need for an Internship Policy for students pursuing undergraduate courses in law from Law Schools/Universities in India who want to work with the Department of Justice (Department) and acquaint themselves with the activity of the Department has been felt for sometime. The policy will provide an opportunity to interns to familiarize themselves with the activities of the Department and the policy measures undertaken by the Department to bring about judicial reforms.

2. Keeping in view the above need, the Department has decided to formulate an Internship Policy (Policy) as under:-

i) **Objective:** - To provide a platform to under-graduate students pursuing Law courses from reputed institutes/National Law Schools /Universities to acquaint themselves with formulation and implementation of policies related with Judicial Reforms.

ii) **Eligibility:** -

1. Indian students from Law Universities/ colleges recognised by the Bar Council of India.
2. Students should be in the 4th or 5th year in case they are pursuing the 5 year integrated degree course or should be in their 2nd or 3rd year in case of a 3 year degree course.
3. The qualification may be relaxed in deserving cases based on the need of the Department and subject to the prior approval of the Secretary.
4. The candidate will be required to apply to the Department with the recommendation letter from his/her University/Institute stating clearly the period of internship.

iii) **Duration:** - The duration of the internship shall be for maximum period of 2 (Two) months.

iv) **How to Apply:** - Interested and eligible students must send their applications along with their bio-data and recommendation letter from his/her University/College.

v) **Selection:** - Applications received shall be examined with reference to criteria laid down in the Policy. Short listed candidates shall be selected with the approval of Secretary (Justice).

vi) **Confidentiality:** -The interns shall be required to maintain confidentiality of all the documents/reports and or any information received by him/her during his/her internship period. The interns shall not reveal to any person or organisation any information relating to the Department, its work and policies. The interns may also be required to sign a confidentiality agreement prior to the commencement of the internship.

vii) **Logistic Support:** - Interns shall bring the laptop and mobile internet connectivity with them.

viii) **Area of work** - The interns will be working with the Joint Secretaries/ Directors and or any other relevant person in the Department. The interns will primarily be working on areas related to judicial reforms and/or access to justice.

ix) **Submission of papers:** -

(a) The interns will be required to present a report to the concerned supervisor at the end of the internship.

(b) The interns will be required to maintain a daily work sheet providing the details of the work undertaken each day.

(c) **Certificate of Internship:** - Certificates will be awarded to interns upon satisfactory completion of their internship and on submission of their end of assignment Report with regular attendance, work sheet and its evaluation by the DS/Director level officers of the Division concerned.

x) The internship will neither be a job nor assurance of a job in the Department.

xi) Any/All provisions of this policy document may be modified with the approval of Secretary (Justice).

Confidentiality Agreement for Interns

Ison/daughter ofR/Owho is undergoing internship in Department of Justice for the period from ----- to ----- understand that “Confidential Information” means any information of a secret or confidential nature relating to the internship workplace, which may include methods, documents, data, drawings, manual, notebooks, reports, processes, software, information systems, contracts, proposals and training materials.

I agree to the following:-

I have read and understood the above definition of “Confidential Information”. I agree that I will not at any time, both during and after completion of internship, communicate or disclose confidential information to any person, corporation or entity unless required by applicable law or legal process.

(Signature)

Full Name.....

Date: