

Internship with Uttarakhand Judicial and Legal Academy (UJALA)
Bhowali, Ghorakhal Road, Nainital-263132

1. Objective:

To sensitize and acquaint, the interested and willing students of Law, with various subjects/topics of Law and to encourage and promote the Research Work in the field of Law and allied fields.

2. Eligibility criteria:

Internship is open to students of Government and Recognized Private Law Colleges, Universities, NLUs affiliated with Bar Council of India.

3. Educational Qualifications:

- a. Students pursuing following courses can apply:-
- b. 2nd and 3rd year of the Bachelor's Degree in Law (3 year course after graduation);
- c. 4th and final year of the integrated five year course in Law; and
- d. LLM I Year or Final year.

4. Rules and Regulations

- (a) Internship is normally for a period of 15 Days that can be extended by the Director.
- (b) Faculty members of UJALA will assign topic/subject to every intern for their study during internship. Interns are required to submit a Research paper/report/dissertation on the topics/subjects assigned to them on completion of internship.
- (c) Number of Seats available for internship in a year will be as per the available requirement.
- (d) The internship offered by the Academy may be in physical/virtual or Hybrid (physical and virtual) mode, at the discretion of the Director.
- (e) The prospective interns will have to pay non-refundable amount of Rs. 100/- against Registration Fee. The bank draft shall be drawn in favour of '**Director, Uttarakhand Judicial and Legal Academy**'.
- (f) The intern upon selection will have to submit an amount of Rs. 5000/- as refundable security deposit in the form a Fixed Deposit Receipt

(F.D.R.) in favour of '**Director, Uttarakhand Judicial and Legal Academy**'. The F.D.R. will be returned after successful completion of the internship to the intern, after deducting any loss or damage done by the intern, if any.

- (g) Duly filled application for internship application along with necessary documents, Bank draft of Rs. 100 and refundable security deposit of Rs. 5000/- shall reach to this institution at **Uttarakhand Judicial and Legal Academy (UJALA), Bhowali, Ghorakhal Road, Nainital-263132**. The Internship proposals will be accepted subject to the completion of required formalities in all respect.
- (h) Based on the number of applications received, applications will be scrutinized by the Academy. In the process, the candidate might be interviewed (preferably online). The decision of Director, UJALA, regarding selection of interns will be final. The shortlisted candidates will be informed accordingly.
- (i) Internship is a fulltime programme and hence interns are required to observe working hours of UJALA, Bhowali. Any unauthorized absence during working hours may result in cancellation of internship.
- (j) The internship may be cancelled at any point of time if the academic performance of the intern is not found satisfactory.
- (k) An Intern is expected to maintain the dignity, decorum and discipline in the institution, failing which the internship will be liable to be terminated.
- (l) Certificate will be issued to an Intern on successful completion of their internship.
- (m) The final decision about determining successful completion of Internship and issuance of certificate to a student will be upon Director, UJALA that will be binding for the student pursuing internship. No communication will be entertained in this regard once a decision is made.
- (n) As female students shall also be participating in the programme, the male students are expected to give due respect to such female students. Any misdemeanor shall result in immediate termination of further participation in the internship programme and the acts(s) of misconduct shall be reported to the H.O.D. of his/her College/University.

5. Honorarium/Stipend/Allowances:

Interns will not be provided any amount as honorarium, Travelling Allowance Dearness Allowance or any other allowance/head for the internship.

6. Lodging and Food:

- (a) The interns will be provided accommodation in the Academy hostel on twin sharing basis on free of cost. However, the intern has to bear cost of food at the rate prevalent at that time. Breakfast, lunch and dinner at the mess during their internship period will be provided by the Academy at their cost.
- (b) Lodging for male and female interns will be provided in separate buildings. Under no circumstances, male candidates will visit building/s of their female counterpart and vice versa.

7. Procedure of Applying for Internship:

- (a) Interested law students may apply in the prescribed form given in Annexure-A with a photo ID proof Application in any other format will not be entertained.
 - (b) The application of the aspirant must be forwarded by competent authority in the prescribed format (Annexure-B) from the Academic institution, where the candidate is pursuing her/ his studies. Applications received without endorsement and not forwarded properly shall not be entertained.
 - (c) Applicants, along with their applications, are required to submit synopsis (in about 400 words) on his/her aim and objective of internship and expected fields/topics/subjects on which he/she would like to work. Synopsis should broadly cover a brief introduction of the topic, objectives of the internship, future perspective of the intern etc.
- 8.** Envelope carrying applications should be super scribed "Application for internship at UJALA"

9. General Instructions:

Interns will be provided with minimum logistic support i.e. office space and available peripheral, facilities; however they are expected to have their Laptop and other essential equipments that may be handy and required during internship. Interns will work within the premises of the institution. Since, it is severe cold and temperature generally drops to zero degrees, inters are suggested to keep their clothing arrangements accordingly.

10. Dress Code:

The Intern will follow the following dress code religiously during internship:

- a. For Male interns- White shirt, black tie with black trousers black coat.
- b. For Female Interns: White *Saree* with white blouse and black coat
/white kurta with white churidar Salwar and black coat/ Black trousers with white

shirt and black coat.

- c. Interns will have to be wear formal clothes during their stay in the Academy. They are not allowed to roam around the campus of the Academy including Academy mess in slippers.

11. Undertaking:

- a. Law interns are required to give an undertaking at the time of applying the internship programme that:-
- b. "I she/he does not possess a placement for job/employment' and he/she shall strictly maintain full confidentiality and secrecy of any information/matter relating to the work assigned to him/her. The outcome of the study during internship will remain as intellectual property of Uttarakhand Judicial and Legal Academy and an intern/s cannot use it without prior approval of Director, Uttarakhand Judicial and Legal Academy, Bhowali."

**APPLICATION FORM FOR INTERNSHIP WITH UTTARAKHAND JUDICIAL AND
LEGAL ACADEMY, BHOWALI**

1	Name		Paste your recent passport sized photograph (with crossed signature)			
2	Date of Birth					
3	Gender (Male/Female)					
4	Nationality					
5	Permanent Address					
6	Current Address					
7	E-Mail Address					
8	Tel. No.					
9	Please mention Driving License/ Passport/ PAN/ Voter ID No (or any other authentic ID proof No)					
10 Educational Qualifications (+2 onwards)						
S No	Name of the Course and Semester	School/College/ Board/City	Year	Subject	Marks and %	

11	Whether pursuing/completed course in	LLB/LLM
12	Computer skills	
13	Knowledge of legal issues (please specify)	
14	Previous Internship/Work Experience, if any (attach extra sheet if required)	
15	Areas of interest/ Suggested topic(s) on which internship is proposed.	
16	Details of Awards/ Achievements/ Papers presented/Published	
17	Details of extra-curricular activities	
18	Any other additional relevant information	
19	Whether synopsis is attached (See para -7(c)	Yes/ No

"I does not possess a placement for job/employment' and I shall strictly maintain full confidentiality and secrecy of any information/matter relating to the work assigned to him/her. The outcome of the study during internship will remain as intellectual property of Uttarakhand Judicial and Legal Academy and an intern/s cannot use it without prior approval of Director, Uttarakhand Judicial and Legal Academy, Bhowali."

Place:

Date:

(Name and Signature of the Candidate)

Note: To be submitted along with synopsis (in about 400 words) on his/her aim and objective of internship and expected fields/topics/subjects on which he/she would like to work. Original documents have to be provided to the Academy for verification at the time of reporting at the Academy, if selected.

Annexure-B

**RECOMMENDATION BY
INSTITUTION**

To, (to be issued on letter head of
the University/College)
The Director,
Uttarakhand Judicial and Legal Academy,
Bhowali, Nainital, Uttarakhand-263132.

Subject - Recommendation for Internship at Uttarakhand Judicial and Legal Academy

Sir,

It is most humbly submitted that we have received the Internship proposal in the prescribed format from the student and it is certified that Mr./Ms..... is a regular student of this institution pursuing and presently in (year/ semester) of this Institute/ College/ University.

We have checked and verified that the student is eligible for internship in your institution and fulfills the eligibility criteria prescribed by Uttarakhand Judicial and Legal Academy. Hence, Mr./Ms (Name of the student) is recommended for internship.

Place: Name

Date: Designation

Contact Number

Name Signature and Stamp/Seal

Note: Original documents to be provided for verification at the time of reporting at the Academy, if selected.
