

Guidelines for LLB Internship Programme in the Department of Legal Affairs:

1. Purpose:

The Department of Legal Affairs (DLA) organizes an Internship Programme for young law students and graduates. The purpose of this programme is to acquaint young law students/ graduates with the work of the Department of Legal Affairs by giving training in the field of research & referencing work, court functioning, tendering legal advice in various specialized fields of law such as constitutional & administrative law, finance law, infrastructure law, economic law, labor law, conveyancing, arbitration & contract law etc.

2. Eligibility:

Indian students who have passed the 2nd year of a three-year law degree course and the 3rd year of the five-year law degree course or persons who have completed a law degree course from any recognized college/law school/university are eligible to apply. Advance knowledge of computers (MS Office, infographics, Adobe, etc.) will be preferred.

3. Duration of internship:

The duration of an internship ordinarily remains for a period of one month and shall commence from the first working day of every month unless specified.

4. Procedure to apply:

Applicants may fill in his/her application form along with relevant documents/ a No Objection Certificate from his /her respective college/university. Applicants who have completed their Law Graduation may not submit a 'No Objection Certificate'. They may upload the final year certificate only. The application form can be accessed on the website <https://legalaffairs.gov.in/internship> of the Department of Legal Affairs. Applicants are advised to fill in the form online and upload the documents prior to the last date which will be mentioned on the website.

5. Selection:

A maximum of 50 candidates will be offered internship each month on first come, first serve basis (and shortlisted as per guidelines). Shortlisting details will be communicated through Internship Portal/email.

6. Deployment:

Each selected intern shall be deployed with officers/ Sections at Main Secretariat, New Delhi / Central Agency Section at Supreme Court/Litigation HC Section at Delhi and Branch Secretariats at Chennai, Mumbai, Kolkata and Bengaluru.

7. Submission of Report:

At the end of the Internship Programme, all the interns will be required to submit a monthly report along with the research work assigned in this Department. The submissions shall be done to Admin-1(LA).

8. Certificate of Internship:

Satisfactory completion, inter-alia, 90% attendance is mandatory and satisfactory remarks from the concerned authority (authority who assigned the work). 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 the internship.

9. Termination:

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

10. Terms & Conditions:

- Interns have to make their /their own accommodation arrangements during the internship
- Interns are required to present themselves at their respective locations/premises from 9:00 AM to 5.30 PM unless otherwise permitted by the controlling officer.
- Interns shall follow the rules and regulations which are generally applicable to the employees of the Department.
- Interns 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. Interns shall sign a non-disclosure agreement with the Department.
- Internship is neither an employment nor an assurance of employment with the Department.
- Interns will follow the advice given to them by the Department regarding representations to third parties.
- The library facility at the Main Secretariat is limited to referencing only; borrowing of books/journals is not extended to the interns. However, photo copies may be obtained from the library.
- In the event of unsatisfactory performance, the concerned intern may be advised by the Department of Legal Affairs to discontinue the Internship.
- If the intern decides to disengage from the Department, prior intimation should be given to this Department.
- The dress code of interns should be formal black trousers with a white shirt. Selected interns are advised to contact their respective offices/ sections in the Branch Secretariats for entry passes during the Internship wherein interns are posted
- Interns who are doing internship in the Main Secretariat may contact Admin. II(LA) Section for the same.

11. Honorarium:

The Interns may be given an honorarium of Rs. 5000 / - on completion of their internship.

12. Relaxation:

Where the Secretary, Department of Legal Affairs, is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these guidelines.

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

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

Dated:-

Subject:- No Objection Certificate for Department of Legal Affairs Programme.

It is certified that <Mr./Ms> _____ is a 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 Legal Affairs 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 and Seal)

Note:- For any queries please contact Admin-I (LA) Section, Department of Legal Affairs at telephone number 011-23387914



DEPARTMENT OF LEGAL AFFAIRS

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (the "Agreement") is made and entered into by and between **Department of Legal Affairs, Ministry of Law and Justice**, a legal entity duly organized and existing under the laws of India, with its principal office located at **4th Floor, A-Wing, Shastri Bhawan, New Delhi-110 001**, hereinafter referred to as the "**Disclosing Party**"), and the **Intern** (hereinafter referred to as the "**Receiving Party**") who is joining the Ministry of Law and Justice, hereinafter referred to as the "Organization", collectively referred to as the "Parties" or individually as a "Party."

WHEREAS, the Receiving Party will be exposed to confidential and proprietary information during their internship at the Ministry of Law and Justice, which may include, but is not limited to, documents, data, reports, trade secrets, software, inventions, processes, business strategies, financial information, and any other information of a confidential nature (collectively referred to as the "Confidential Information");

WHEREAS, the Disclosing Party desires to protect its Confidential Information, and the Receiving Party acknowledges and agrees to maintain the confidentiality of such information;

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the Parties agree as follows:

Confidentiality Obligations

(a) The Receiving Party acknowledges that any Confidential Information disclosed by the Disclosing Party is the exclusive property of the Disclosing Party and shall remain confidential and proprietary.

(b) The Receiving Party agrees to maintain the utmost confidentiality with respect to any Confidential Information received from the Disclosing Party, both during the term of their internship and indefinitely thereafter, unless expressly authorized in writing by the Disclosing Party to disclose such information.

(c) The Receiving Party shall use the Confidential Information solely for the purpose of performing their duties and responsibilities as an intern at the Ministry of Law and Justice. They shall not use the Confidential Information for their personal gain or for the benefit of any third party.

(d) The Receiving Party shall exercise reasonable care to prevent the unauthorized use, disclosure, or dissemination of the Confidential Information. This includes, but is not limited to, implementing appropriate security measures



and restricting access to the Confidential Information only to those Interns and Consultants, strictly on a need-to-know basis.

Return of Confidential Information

Upon the termination or completion of the Receiving Party's internship, as the case may be, at the Ministry of Law and Justice or at the request of the Disclosing Party, the Receiving Party shall promptly return to the Disclosing Party or destroy, at the Disclosing Party's discretion, all tangible or electronic copies of the Confidential Information, including any notes or summaries thereof.

Exclusions

The obligations under this Agreement shall not apply to any information that:

- (a) Was rightfully in the possession of the Receiving Party prior to its disclosure by the Disclosing Party, as evidenced by written records;
- (b) Is or becomes publicly available through no fault of the Receiving Party;
- (c) Is lawfully obtained by the Receiving Party from a third party without any breach of confidentiality;
- (d) Is independently developed by the Receiving Party without the use of the Confidential Information.

Remedies

(a) The Receiving Party acknowledges that any unauthorized disclosure or use of the Confidential Information may cause irreparable harm to the Disclosing Party, for which monetary damages may not be an adequate remedy. Therefore, the Disclosing Party shall be entitled to seek injunctive relief or specific performance in addition to any other legal remedies available.

(b) In the event of a breach or threatened breach of this Agreement, the Disclosing Party shall be entitled to recover its reasonable attorney fees and legal costs.

Governing Law and Jurisdiction

This Agreement will be governed by and interpreted according to the laws of India. In case of any disagreement, dispute, or claim arising from the Contract or its breach, termination, or invalidity, if the parties are unable to resolve it amicably as stated above, either party can refer the matter to the Secretary of the Department of Legal Affairs. The decision of the law secretary shall be final and binding on both parties.

Entire Agreement

This Agreement sets forth the entire understanding between the Parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, relating to the Confidential Information. No



modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and signed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Non-Disclosure Agreement as of the date first written below.

Name of Intern: _____

Signature of Intern: _____

Date: _____



DEPARTMENT OF LEGAL AFFAIRS

Terms and Conditions

1. ATTENDANCE:

- a) Interns are expected to maintain regular attendance throughout the internship period in the Department of Legal Affairs, Ministry of Law.
- b) Interns must adhere to the official working hours i.e., 9:00 AM to 5:30 PM. Also, Interns are mandated to sign the attendance register along with marking their reporting and leaving time, on daily basis.

2. DRESS CODE:

- a) Interns are advised to follow dress code which includes Black Trousers with formal white shirt, a blazer (for Winters) and Black formal shoes.

3. ETHICS & PROFESSIONALISM:

- a) Interns in the Department of Legal Affairs, Ministry of Law are expected to maintain the highest standards of professional conduct.
- b) Interns should exhibit respect, courtesy, and professionalism in their interactions with colleagues, supervisors, clients, and the general public.
- c) Interns must comply with all applicable laws, regulations, and ethical guidelines governing the legal profession.
- d) Interns shall treat all confidential information and sensitive data with utmost confidentiality and exercise due care in handling such information.
- e) Interns must adhere to the department's policies and procedures regarding data protection, information security, and confidentiality.
- f) Unauthorized disclosure or misuse of confidential information may result in disciplinary action, including termination of the internship.
- g) Interns shall uphold the principles of honesty, integrity, and fairness in all their professional activities.
- h) Interns must refrain from engaging in any form of discrimination, harassment, or unethical behavior.
- i) Interns should report any instances of unethical conduct or violations of policies to their Reporting Officer.



4.LEAVE CLAUSE:

- a) Interns can avail leaves only with the prior approval of the Reporting Officer.
- b) Failure to meet the attendance requirements without valid reasons or repeated instances of absence may lead disciplinary action by the Competent Authority.

In case of non-compliance or breach of any terms and conditions, the Department of Legal Affairs, Ministry of Law & Justice reserves exclusive right to take any Disciplinary action, as it deems fit.

Name of Intern: _____

Signature of Intern: _____

Date: _____



DOs and DON'Ts for Interns of the Ministry of Law and Justice

DOs:

Respect Confidentiality:

- a. Maintain strict confidentiality of all information and data encountered during your internship.
- b. Adhere to any Non-Disclosure Agreements or confidentiality agreements in place.
- c. Respect and adhere to the confidentiality clauses as agreed under *Non-Disclosure Agreement*.

Follow Instructions:

- a. Follow all instructions and guidelines provided by your supervisor.
- b. Seek clarification if you have any doubts or need further guidance.
- c. The interns shall bring their own Laptop along with internet connectivity.

Maintain Professionalism:

- a. Always Conduct yourself professionally, both in-person and online.
- b. Follow dress code and adhere to the organization's code of conduct.
- c. Follow office hours i.e., 9:00 AM to 5:30 and intimate Reporting Officer of concerned section before going on leave.
- d. Comply orders (if any) for attendance in office on Saturdays/ Sundays or on Holidays.

Protect Sensitive Information:

- a. Handle sensitive information and data with the utmost care and ensure their secure storage.
- b. Comply with data protection and privacy laws and regulations.

Cyber Security Practices:

- a. Adhere to cyber security best practices, including maintaining strong passwords and practicing safe browsing habits.
- b. Report any potential security vulnerabilities or incidents to your supervisor immediately.



DON'Ts:

Unauthorized Access:

a. Do not access or attempt to access any systems, networks, or data without proper authorization. Respect the boundaries of your assigned tasks and do not exceed your authorized access privileges.

Unauthorized Disclosure:

a. Do not disclose any confidential information, sensitive data, or trade secrets to unauthorized individuals.
b. Refrain from discussing confidential matters outside of the designated work environment.

Data Manipulation:

a. Do not alter, delete, or tamper with any data or information unless explicitly instructed to do so by your supervisor.
b. Report any suspicious or unusual activities involving data immediately.

Personal Use of Resources:

a. Do not use organizational resources, including computers, networks, or software, for personal activities without permission.
b. Avoid visiting unauthorized websites or engaging in any activities that may compromise network security.

Negligence:

a. Do not neglect your responsibilities or take actions that may jeopardize the security or integrity of systems and data.
b. Report any potential security risks or vulnerabilities promptly.

Unauthorized Communication:

a. Do not engage in any unauthorized communication or exchange of information regarding ongoing investigations or confidential matters. Respect the need for discretion and maintain confidentiality.

Violation of Laws and Regulations:

a. Do not engage in any illegal activities or violate any laws, regulations, or policies during your internship. Familiarize yourself with the relevant laws and regulations pertaining to cyber security and adhere to them.

By adhering to these DOs and DON'Ts, you will contribute to a secure and productive work environment within the sections of the Department of Legal Affairs, Ministry of Law and Justice.