



## KERALA STATE LEGAL SERVICES AUTHORITY

Niyama Sahaya Bhavan, Old XVII Court, Opp. Advocate General Office, High Court of Kerala,

Ernakulam, Kochi – 682031. Tel./Fax: 2396717. Email: kelsainternship@gmail.com

Website: kelsa.keralacourts.in

7033/B/2025/KeLSA

31.10.2025

### KELSA INTERNSHIP PROGRAMME - “NYAYA PRAVESHKA”

#### NOTIFICATION No. 9

The Kerala State Legal Services Authority (KeLSA) invites applications from law students for the Nyaya Praveshika – KeLSA Internship Programme (November–December 2025), scheduled to be held from **24 November 2025 to 18 December 2025** at the High Court of Kerala and various allied institutions in Ernakulam.

#### 1. **About the Programme**

The internship is designed to provide law students with practical exposure to the functioning of legal aid institutions, the judiciary, and related components of the justice delivery system. The 21 day programme includes institutional visits, court attachments, research assignments, interactive sessions with judicial officers, senior advocates, legal services functionaries, and work-shadowing activities. The tentative schedule of the internship programme will be shared along with the offer letter issued to the selected candidates.

#### 2. **Eligibility**

Students pursuing a 3-year LL.B. course or a 5-year LL.B. course from any law college recognized by the Bar Council of India are eligible to apply.

#### 3. **Application Procedure**

- a) Interested students shall submit the Application Form (**Annexure A1**) duly filled and signed, along with the following enclosures:
  - i. A copy of the student identity card issued by the college; and
  - ii. A Statement of Purpose (not exceeding 500 words) explaining their motivation for applying to the KeLSA Internship Programme.
  - iii. A Curriculum Vitae (CV) not exceeding two pages.

- b) The completed application, along with the required enclosures, shall be submitted via email to: [kelsainternship@gmail.com](mailto:kelsainternship@gmail.com). The subject line of the email should read: "Application - KeLSA Internship (Nov-Dec 2025)"
- c) Last date for submission of applications: **15 November 2025 (5:00 PM)**
- d) Publication of selected candidates: 17 November 2025 on the official notice board and website of KeLSA.
- e) The offer letter will be sent directly to the email address provided by the applicant in the application form.

#### **4. Duration:**

24 November 2025 to 18 December 2025

#### **5. Certification**

Upon successful completion of the internship, participants will be awarded a Certificate of Internship issued by the Kerala State Legal Services Authority (KeLSA), subject to compliance with the rules and regulations stipulated in **Annexure A2**.

#### **6. Contact**

For any queries, please contact:

✉ [kelsainternship@gmail.com](mailto:kelsainternship@gmail.com)

Member Secretary (District Judge)  
Kerala State Legal Services Authority (KeLSA)

**KERALA STATE LEGAL SERVICES AUTHORITY (KeLSA)**

Nyaya Praveshika – Internship Programme (Nov–Dec 2025)

**APPLICATION FORM****1. PERSONAL DETAILS**

Name: .....

Date of Birth: .....

Mobile: ..... Email: .....

Permanent Address: .....

.....

**2. ACADEMIC DETAILS**

Law College/University: .....

Course: ☐ 3-year LL.B. ☐ 5-year Integrated LL.B.

Year/Semester: ..... Expected Completion: .....

**3. INTERNSHIP DETAILS**Previously attended KeLSA/DLSA Internship? ☐ Yes ☐ No

If yes, please specify details: .....

**4. ENCLOSURES** (to be attached with the application)

- ☐ Copy of Student Identity Card
- ☐ Statement of Purpose (maximum 500 words)
- ☐ Curriculum Vitae (CV) – not exceeding 2 pages

**5. DECLARATION**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I agree to abide by all the rules, regulations, and code of conduct prescribed by the Kerala State Legal Services Authority (KeLSA) during the internship.

Place: ..... Date: .....

Signature of Applicant: .....

**Submit the completed form with enclosures to:**✉ [kelsainternship@gmail.com](mailto:kelsainternship@gmail.com)

Subject line: “Application – KeLSA Internship (Nov–Dec 2025)”

**KERALA STATE LEGAL SERVICES AUTHORITY****NOTICE TO LAW INTERNS**

All law interns enrolled for the internship programme with the Kerala State Legal Services Authority (KeLSA) are directed to strictly adhere to the following guidelines. These norms are *non-negotiable* and intended to ensure the integrity, discipline, and seriousness of the internship programme. Non-compliance will result in disciplinary consequences, including termination of the internship and denial of the internship certificate.

**1. REPORTING TIME AND ATTENDANCE**

- All interns must report at 9:30 AM sharp every working day at the KeLSA Office, unless otherwise permitted by the Member Secretary or any officer specifically authorized to grant such permission.
- Upon arrival, interns shall sign the attendance register without fail.
- Interns are expected to remain present at KeLSA until 5:00 PM, unless otherwise permitted by the Member Secretary or any officer specifically authorized to grant such permission.
- Interns leaving the premises without approval will be marked absent.

**2. DRESS CODE**

- Strict professional attire is mandatory.
- All interns shall wear:
  - College uniform, or alternatively, a white shirt with black formal trousers or a black skirt (as preferred by the intern, irrespective of gender identity or expression).
  - A black blazer, if it is not already part of the college uniform
  - Closed formal black shoes
- Interns must be well-groomed and neatly dressed in keeping with the decorum of a legal institution.

**3. PUNCTUALITY AND DISCIPLINE**

- Punctuality is essential. Interns must arrive at least 20 minutes before the commencement of any programme or session they are assigned to.
- Interns shall remain present throughout the entirety of the scheduled programme or event. Partial attendance will not be counted.

**4. ATTENDANCE AND UNAUTHORIZED ABSENCE**

- Delay in reporting or leaving the premises early without informing and obtaining permission from the Coordinator will result in the day being marked as absent.
- Repeated delays or early exits, or even a single unauthorized absence, will attract disciplinary action, including termination of internship without further notice.

## **5. LEAVE OF ABSENCE**

- If an intern is unable to attend the internship on any particular day, prior permission must be obtained from the coordinator through a written request or email.
- Granting of leave is solely at the discretion of the Coordinator.
- All leaves taken must be compensated, and interns must continue the internship beyond the scheduled period to meet the mandatory 21 working day requirement.
- Internship certificate will be issued only upon successful completion of the entire 21-day duration.

## **6. RESEARCH PAPER AND INTERNSHIP REPORT**

- Interns must submit a research paper and an internship report in the format, time schedule, and manner that will be specified separately.
- Non-submission or substandard submissions will affect the eligibility for issuance of the internship certificate.

## **7. GENERAL CONDUCT**

- Interns are expected to maintain high standards of professional ethics, be respectful towards staff, and actively participate in all assignments and legal aid activities.
- Interns must be willing to take up field visits, documentation, drafting, and any duties assigned during the programme.

## **8. OTHER CONDITIONS**

- The internship programme may include additional instructions or assignments issued from time to time.
- Interns shall be bound to comply with such directions as and when issued.
- Use of mobile phones during work hours or official programmes is strictly prohibited.

## **9. ISSUANCE OF INTERNSHIP CERTIFICATE**

- Granting of the internship certificate is entirely at the discretion of KeLSA, subject to:
  - Full compliance with the above-stated guidelines
  - Proper conduct and discipline
  - Regular and punctual attendance
  - Effective participation in assigned tasks and programmes
- Mere attendance will not guarantee a certificate. Failure to meet expectations shall result in non-issuance of the certificate without any further correspondence or explanation.

**All interns are advised to take these guidelines seriously. Any laxity will be viewed strictly, and necessary action will be taken to preserve the dignity and efficiency of the internship programme.**

Member Secretary (District Judge)  
Kerala State Legal Services Authority (KeLSA)