

# University of Mumbai



No. Aff./ICC/2016-17/ 26

## CIRCULAR:

All the Principals of affiliated Law Colleges/Head of the University Departments are hereby informed that Shri Pankaj Kapoor Sr. Government Advocate/ Incharge, Government of India, Ministry of Law & Justice, Department of Legal Affairs vide letter No. U.O.No. 1/Adv/Judi/Mum/2016, dated 30<sup>th</sup> December, 2016 has communicated that the Competent Authority in the Ministry of Law and Justice, New Delhi has approved the "Guidelines on Internship Programme" in Department of Legal Affairs (DoLA).

The purpose of this programme is to well acquaint young law students with the working of Department of Legal Affairs by giving training in the field of research & referencing work, tendering legal advice in various specialized fields of law such as constitutional & administrative law, finance law, infrastructure law, economic law, labour law, conveyancing, arbitration & contract law etc.

A copy of "Guidelines on Internship Programme" along with "Terms & Conditions for Internship Programme in DoLA" is annexed herewith.

They are, therefore requested to kindly note the same and take the necessary action, accordingly.

Mumbai-400 032  
20<sup>th</sup> January, 2017

  
(DR. M.A. KHAN)  
REGISTRAR

To,

The Principals of all affiliated Law Colleges / Head of the University Department.



GOVERNMENT OF INDIA  
MINISTRY OF LAW & JUSTICE  
DEPARTMENT OF LEGAL AFFAIRS  
.....

**GUIDELINES ON INTERNSHIP PROGRAMME**

**1. PURPOSE**

Department of Legal Affairs(DoLA) organizes Internship Programme for young law students for doing internship. The purpose of this programme is to well acquaint young law students with the working of Department of Legal Affairs by giving training in the field of research & referencing work, tendering legal advice in various specialized fields of law such as constitutional & administrative law, finance law, infrastructure law, economic law, labour law, conveyancing, arbitration & contract law etc.

**2. ELIGIBILITY**

Indian students who are pursuing studies in 2<sup>nd</sup> & 3<sup>rd</sup> year of three-year degree course and in 3<sup>rd</sup> to 5<sup>th</sup> year of five-year law degree course or students who have completed their degree course from any recognized College/Law School/University

**3. DURATION OF INTERNSHIP**

Duration of internship shall remain one to three months ordinarily which may be further extended for a period upto 6 months at the discretion of the competent authority for the purpose.

**4. PROCEDURE TO APPLY**

The student willing to undergo Internship Programme in Department of Legal Affairs may apply at any time on plain paper with his/her complete resume and recommendation/no objection letter from his/her respective college/university.

**5. SELECTION**

All applications received in this Department are scrutinized and the actual offer is to be sent to the selected students subject to the availability of slot and approval of the Competent Authority.

**6. PLACEMENT**

Each selected intern shall be posted with an officer of the level of Assistant Legal Adviser / Deputy Legal Adviser / Joint Secretary & Legal Adviser / Additional Secretary / O/o the Minister of State (Law & Justice) / O/o Minister of Law & Justice in and outside the premises of Main Secretariat with the approval of the competent authority.

**7. SUBMISSION OF REPORT**

At the end of the Internship Programme, all the Interns will be required to submit a Report on the work undertaken in this Department.

**8. CERTIFICATE OF INTERNSHIP**

Certificate of Internship will be issued by the Department to the Interns on the completion of Internship and submission of Report duly countersigned and accepted by the Competent Authority.

**9. TERMINATION**

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

**10. TERMS & CONDITIONS**

The other terms & conditions for the purpose are as per *Annexure*.

\*\*\*\*\*



Terms & Conditions  
For  
Internship Programme in DoLA  
\*\*\*\*\*

1. No remuneration shall be paid to the Interns from Department of Legal Affairs.
2. The Intern has to make his/her own accommodation arrangement during the internship.
3. Interns are required to present themselves in the Department premises from 9:00 a.m. to 5:30 p.m., unless otherwise permitted by the controlling officer.
4. The Intern shall follow the rules & regulations which are in general applicable to employees of the Department.
5. 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.
6. The Internship is neither an employment nor an assurance of an employment with the Department.
7. Interns will follow the advice given to them by the Department regarding representations to third parties.
8. Library facility at the Department is limited to referencing only; borrowing of books/journals is not extended to the interns. However, Xerox copies may be obtained from the Library.
9. In the event of unsatisfactory performance, the concerned intern may be advised by DoLA to discontinue the Internship Programme before the completion of the term of internship.
10. If the intern decides to disengage from the Department, prior intimation should be given to this Department.

\*\*\*\*\*