

RAJASTHAN HIGH COURT, JODHPUR

::ORDER ::

No. 09 /S.O./2023

Date :18.01.2023

Guidelines/ Norms for Internship with Rajasthan State Judicial Academy, Jodhpur

- I. **Objective**
 - a) To sensitize and acquaint, the interested and willing students of Law, with various subjects/topics of Law.
 - b) To encourage and promote the Research Work in the field of Law.
- II. **Eligibility criteria**

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

Students pursuing following courses can apply:-

 - a) II and III year of the Bachelor's Degree in Law (3 year course after graduation), or
 - b) IV and final year of the integrated five year course in Law or
 - c) LLM I Year or Final year
- IV. **Scheme of Internship**
 - a) Internship is normally for a period of **15 Days** that can be extended upto One month.
 - b) Officer of RSJA will assign topic/subject to every intern for their study during internship. Interns are required to submit a paper/report/dissertation on the topics/subjects assigned to them on completion of internship.
 - c) Maximum Number of Seats available for internship in a year are three. The Internship proposals will be accepted on first come first serve basis subject to the completion of required formalities in all respect.
 - d) Internship is a fulltime programme and hence interns are required to observe working hours of Rajasthan State Judicial Academy, Jodhpur. Any unauthorized absence during working hours may result in cancellation of internship.
 - e) The internship may be cancelled at any point of time if the academic performance of the intern is not found satisfactory.
 - f) An Intern is expected to maintain the dignity, decorum and discipline in the Institution failing which the internship will be liable to be terminated.
 - g) Certificate will be issued to an Intern on successful completion of their internship.
 - h) The final decision about determining successful completion of Internship and issuance of certificate to a student will be upon Director, RSJA that will be binding for

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the student pursuing internship. No communication will be entertained in this regard once a decision is made.

- V. **Honorarium or any other allowance** No amount will be given as honorarium, T.A. D.A. or any other head for the internship.
- VI. **How to apply**
- a) Interested 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.
 - d) Application (completed in all respect) for internship should reach to this institution at least one month before the commencement of internship.
 - e) Applications in the prescribed format completed in all respects may be sent by post or through e-mail to reach the Director, Rajasthan State Judicial Academy, Jodhpur within the stipulated time.
 - f) Envelope carrying applications should be super scribed "Application for Internship at RSJA".
- VII. **Other Modalities**
- a) Interns will be provided with minimum logistic support i.e office space and available peripheral, facilities; however they are expected to have their Laptop, Internet Dongle and other essential equipments that may be handy and required during Internship.
 - b) Interns will work in the premises of the Institution.
 - c) An Intern will have to make his/her own arrangement for to and fro transportation arrangement (between the place of stay and RSJA) during Internship.
 - d) The Intern will follow the following dress code religiously during Internship:
 - i. For Male Intern: White shirt; black trousers; black coat and black tie.
 - ii. For Female Intern: White saree with white blouse or white kurta and white Salwar/white churidar; and black coat.

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- e) Interns are required to give an undertaking at the time of applying the internship programme that:-
- i. "She/He does not possess a placement for job/employment" and
 - ii. "She/He shall strictly maintain full confidentiality and secrecy of any information/matter relating to the work assigned to him/her.
 - iii. 'She/He will not request for boarding and lodging facility at Rajasthan State Judicial Academy during Internship period and will make his/her own arrangement'
 - iv. The outcome of the study during internship will remain as intellectual property of Rajasthan State Judicial Academy, Jodhpur and interns cannot use it without prior approval of Director, Rajasthan State Judicial Academy, Jodhpur.

VIII. Relaxation in the Guidelines/ Norms/ Requirements of Internship

The final discretion of relaxation in any of the above guidelines/ norms/ requirements for internship shall vest with Hon'ble Chairman, RSJA.

BY ORDER OF HON'BLE THE CHIEF JUSTICE

Chandra Prakash Sinha
REGISTRAR GENERAL 18/1/2023

ANNEXURE-A**APPLICATION FORM FOR INTERNSHIP
WITH RAJASTHAN STATE JUDICIAL ACADEMY, JODHPUR**

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	School/College/Board/City	Year	Subjects	% of Marks

11.	Whether pursuing/completed course in	LL.B/ LL.M.
12.	Computer skills	
13.	Knowledge of legal issues (please specify)	
15.	Previous Internship/Work Experience, if any (attach extra sheet if required)	
16.	Areas of interest/ Suggested topic(s) on which internship is proposed.	
17.	Details of Awards/ Achievements/ Papers presented/Published	
18.	Details of extra-curricular activities	
21.	Any other additional relevant information	
22.	Copy of the Photo ID- proof (as mentioned in above point No 9)	

UNDERTAKING

I while applying for internship at Rajasthan State Judicial Academy, Jodhpur hereby undertake that:-

- Presently, I do not possess any placement for job/employment and I will not undertake any such work during Internship period.
- If my request for Internship is accepted, I shall strictly maintain full confidentiality and secrecy of any information/matter relating to the work assigned to me during internship.
- If my request for Internship is accepted, I would not request for boarding, lodging and transportation facility at Rajasthan State Judicial Academy, Jodhpur during internship period and will make my own arrangement.

Place:

Date:

(Signature of the Candidate)
Name.....

Note: Scanned PDF copy of duly filled form should be forwarded after recommendation if the application is sent through e-mail

RECOMMENDATION BY INSTITUTION
(to be issued on letter head)

To,

**The Director,
Rajasthan State Judicial Academy,
Jodhpur.**

Sub:- Regarding recommendation/forwarding of Internship proposal.

R. 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 regular student of this institution pursuing (course name) 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 Rajasthan State Judicial Academy, Jodhpur. Hence, (name of the student) is recommended for internship.

Place:

Name

Date:

Designation

Contact Number

Note: Scanned PDF copy of duly filled form & recommendation letter should be forwarded to Rajasthan State Judicial Academy, Jodhpur if the application is sent through e-mail.

No. Gen./XV/06/2023/SC-I/325

Date:18.01.2023

1. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court,
2. Private Secretary to all the Hon'ble Judges to place the same before His Lordship for kind perusal.
3. The Registrar (Admn.), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
4. Director, Rajasthan State Judicial Academy, Jodhpur
5. All the Registrars/O.S.D., Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
6. Registrar-cum- CPC, Rajasthan High Court, Jaipur Bench, Jaipur with the request to upload the same on the official website of Rajasthan High Court.
7. Senior Librarian, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
8. A.O.J., General Section, Rajasthan High Court, Jodhpur

Chander Anand Singh
REGISTRAR GENERAL

18/1/2023