Internship Scheme

(kindly refer para 3 and 9 for applying for Internship under this Scheme)

1. Purpose and Eligibility

1.1 Institute of Legislative Drafting and Research (ILDR) seeks to motivate, train, create interest and enhance capacity building in legislative drafting, legal research and training through multi-track initiatives across Law, Policy and regulation.

1.2 ILDR offers Internship to students of law in 5 years integrated LL.B. Course, 3 years LL.B. Course and 3 years B.A. (Law) Course.

2. Duration

2.1 Duration of Internship shall commence from the date of joining for a period of one month and upto a maximum three months, as decided by the Competent Authority and can be renewed for one more term of either description.

3. Procedure to apply

3.1 The candidates desirous for Internship in ILDR may fill the application form as per **Annexure-A.** Eligible candidates may also be nominated by Secretary, Legislative Department on the recommendation of Course Director (ILDR) or otherwise.

3.2 The candidates are also required to submit Character Certificate along with the application form. A format of Character Certificate to be signed by respective Head/Principal/Dean of the educational institution or by First Class Magistrate or by First Class Gazetted Officer is attached at **Annexure-B**.

3.3 Candidates are advised to send the original duly filled-in application form along with relevant documents through speed post at-least one month before the proposed date for commencement of the Internship. An advance copy of the application form along with relevant documents may be sent to ILDR at the coordinate set out in para 9. Incomplete and late applications shall not be considered and liable to be rejected.

3.4 Selected candidates are required to bring the original application along with all supporting documents in original on the day of commencement/joining for the Internship.

4. Selection

4.1 ILDR selects candidates for internships on need-based basis. Selection of candidates for Internship is subject to the approval of Competent Authority. Decision of Competent Authority shall be final. ILDR reserves the right to select the candidates and to revise the scheme as and when found necessary. No remuneration, allowance or expense shall be paid or reimbursed to the selected candidates by ILDR under the scheme and no employment liability shall be undertaken by ILDR.

5. Terms and conditions

A. General terms and conditions

(i) Candidates are required to wear formal dress only.
(ii) Candidates are required to ensure their presence from 09:00 a.m. to 05:30 p.m. unless otherwise permitted by the controlling officer and shall be required to sign the daily attendance register in ILDR Section.
(iii) Library facility is limited to referencing only, borrowing of books/journals shall not be extended to the candidates.
(iv) If the candidate decides to disengage from the Department before completion of their tenure, he/she must give prior intimation in writing to this Department.
(v) Candidates are required to bring Police Clearance Certificate, for the purpose of issuance of entry pass.
(vi) Candidates may be assigned any responsibility relating to study, research or other work in connection with the functioning of the Department, and any material prepared by the candidates shall be the property of this Department.

B. Confidentiality

(i) Candidates shall not disclose any confidential information related to the Department and may have restricted access to files or folder in hard or in electronic form, which are classified or secret in nature and they may be restricted to entry into any Section, Wing, Chamber or Room in the Legislative Department.
(ii) In case it is found that there is breach of any confidential information related to the Department by the candidates, they shall be liable to legal consequences in the jurisdiction of Delhi only.

C. Undertaking

Candidates are required to sign the 'UNDERTAKING' in relation to the code of conduct and related issues concerning the Internship at ILDR at the time of joining which will be binding on their conduct during their tenure.

6. Report

6.1 Selected candidates shall be required to submit weekly progress report during the period of Internship. Further, at the end of the Internship, each candidate shall be required to submit complete report about the work done during their tenure.

7. Certificate

7.1 On satisfactory completion of Internship, a certificate of Internship shall be issued to the candidate. For satisfactory completion of Internship 90% attendance is mandatory. Certificate will not be issued to the candidates whose attendance is less than 90% of the total working days during the period of their internship.

7.2 This is full time Internship to be attended physically and the candidates are not expected to pursue any other course/work during this period.

8. Termination

8.1 The Department may terminate the Internship of a candidate at any time without assigning any reasons.

9. Contact Details for submission of application form or for queries, if any:

Institute of Legislative Drafting and Research (ILDR),
Legislative Department,
Ministry of Law and Justice,
Room No. 412, 'A' Wing,
4th Floor, Shastri Bhawan, New Delhi-110001.
Ph. No. 23384379
email: ildr.ld@nic.in

Annexure-A

APPLICATION FORM FOR INTERNSHIP

(to be filled in BLOCK LETTERS)
(Separate sheet may be used, if required)

1.	Name of the applicant	
2.	Father's Name	
3.	Address for correspondence	
4.	Contact details	Mobile Number: Email ID:
5.	Date of Birth (dd/mm/yyyy)	
6.	Gender (optional)	
7.	Name of the Education Institution with full postal address	
8.	Course details (5 or 3 years)	
9.	Current year of study	
10.	Marks Obtained/Percentage (year wise)	1st year: 2nd year: 3rd year: 4th year: 5th year:
11.	Details of Articles, papers, Reports prepared, if any.	
12.	Details of involvement in extra-curricular activities, if any.	
13.	Reasons for undertaking of Internship at ILDR (50 words)	
14.	Whether Legislative Drafting/Legal Research is a part of curriculum.	
15.	Duration for which Internship is sought	From to
16.	Prefect or vice-prefect or other similar position held, give details	
17.	Details of participation in moot courts, if any.	
18.	Details of any other significant achievement	

Note: - Attach detailed CV along with this application form

Declaration

1. I _____ s/d of Shri _____ pursuing _____ year of _____ course from _____ do hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and nothing has been concealed therein. In case any of the above information is found to be false or misleading or misrepresenting, I am aware that I may be held liable for it and I will expose myself to legal consequences including but not limited to cancellation of internship and withholding/withdrawal for the benefits of the internship.

2. I shall adhere to the code of conduct, confidentiality and work with integrity.

3. There is no pending criminal case against me. I have not been convicted of any offence involving moral turpitude by the court of law.

(Signature of the Candidate)

Date:
Place:

(to be filled by Head/Dean of the Educational Institution)

Name:

Designation:

Contact Details:

(Signature with stamp)

Annexure-B

CHARACTER CERTIFICATE

(to be signed by respective Head/Principal/Dean of the educational Institution or by First Class Magistrate or by First Class Gazetted Officer)

TO WHOM IT MAY CONCERN

Certified that Mr./Ms. ……

son/daughter of Shri …… studying in …… year of …….... course in ..... college/university, is well known to me since last …… years. To the best of my knowledge and belief he/she bears a good moral character.

Signature with seal……..

Place……

Dated:……..