

NATIONAL LEGAL SERVICES AUTHORITY

Internship Programme 2023

The National Legal Services Authority (NALSA) has been constituted under the Legal Services Authorities Act, 1987 to provide free Legal Services to the weaker sections of the society and to organize Lok Adalats for amicable settlement of disputes.

NALSA offers internship programmes for students who are pursuing or have completed either a Three Year LLB or Five-Year Law course from any recognized university/college.

A. Application Instructions

1. The students undergoing or having completed (including those who have appeared for the exam and are awaiting results) any of the courses mentioned above, may apply for the NALSA internship programme by sending –
 - i. Curriculum Vitae (CV) or Resume
 - ii. Expression of Interest (One page or shorter write up explaining your interest for the internship programme and suitability)
 - iii. No objection or Letter of Recommendation from the appropriate authority (Vice Chancellor, Registrar, Dean, Head of Department, Public Relations Officer, Internship and Placement Committee or any other similar authority) mandatorily mentioning the Name, Semester/year of the particular course and the duration of internship.
2. The eligible candidates may apply for NALSA's Internship Programme by sending an email, addressed to the Member Secretary, NALSA, with the requisite application at nalsa-dla@nic.in with the subject "*Application of Internship - (mention month and year)*" – e.g. "*Application for Internship – July, 2023*".
3. The application for internship must clearly mention the duration (start day and end day) of the internship (minimum one month and maximum two months).

4. Candidates will be selected based on their CV and Expression of Interest, as per requirement throughout the year and on a rotational basis.
5. Candidates are expected to read the information and publications on the NALSA website before joining the internship.

B. Internship Guidelines

1. Interns shall follow the NALSA office timings and shall work 5 days a week from Monday to Friday.
2. No stipend or remuneration shall be paid to the interns for the internship. Expenses for food and travel on out of office assignments/visits shall be reimbursed.
3. Interns are required to carry their own laptops for smooth completion of the internship tasks.
4. Interns may be required to travel locally for making visits to the Courts and other offices as may be required.
5. On the day of joining the Internship Programme, the Interns shall submit the details of their place of residence/accommodation in the National Capital Territory of Delhi (Delhi NCR) and emergency contact details.
6. Interns shall be required to submit a report on the internship tasks undertaken and completed, at the end of the internship.
7. Interns shall be awarded with a Certificate of Internship only on the successful completion of the internship to the satisfaction of the Member Secretary, NALSA.

C. Internship Schedule

I to II Year of Five-Year Law Course / I Year of Three Year LLB

1st Week	<ul style="list-style-type: none">▪ Orientation of the NALSA office and internship programme▪ Readings: “Empowerment Through Law – Journey of Legal Aid in India” – NALSA publication▪ Readings: NALSA’s activity and statistical reports
2nd Week	<ul style="list-style-type: none">▪ Visit to SC Library, SCLSC, Mediation Center, etc.▪ Visit to Remand Courts▪ Visit to Delhi SLSA and a DLSA▪ Visit to NALSA’s Supreme Court Office▪ Learn RTI and Legal Aid Application process▪ Submit reports on the visits made during the week
3rd Week	<ul style="list-style-type: none">▪ Data compilation▪ Case research and preparing briefs▪ Research on legal aid literacy in India and other subject areas
4th Week	<ul style="list-style-type: none">▪ Long Essay on the given topic on legal aid▪ Internship report submission▪ Interaction with the Member Secretary and feedback from other officers of NALSA

III to V Year of Five-Year Law Course / II to III Year of Three Year LLB

1st Week	<ul style="list-style-type: none">▪ Orientation of the NALSA office and internship programme▪ Readings: Legal Services Authorities Act, 1987 and other Rules and Regulations
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	<ul style="list-style-type: none"> ▪ Readings: All NALSA SOPs, Protocols, Schemes and Modules
2 nd Week & 3 rd Week	<p><u>Legal Aid</u></p> <ul style="list-style-type: none"> ▪ Assistance in processing legal aid applications ▪ Assistance to beneficiaries of legal aid at NALSA office <p><u>Litigation, RTI and Parliament Questions</u></p> <ul style="list-style-type: none"> ▪ Preparing Case briefs ▪ Document compliance of Court's directions ▪ Processing of RTI applications ▪ Preparing responses to Parliament Questions <p><u>Research & Analysis</u></p> <ul style="list-style-type: none"> ▪ Prepare notes on NALSA Schemes ▪ Prepare policy briefs on given topics/ subject areas for NALSA
4 th Week	<p><u>Field Experience</u></p> <ul style="list-style-type: none"> ▪ Accompany remand lawyers and/or panel lawyers in client counselling, case hearings, etc. ▪ Visit Delhi SLSA and a DLSA office to understand the various functions of the DLSA ▪ Visit SCLSC to understand the various functions of SCLSC ▪ Visit Mediation Center for understanding mediation process ▪ Internship report submission ▪ Interaction with the Member Secretary and feedback from other officers of NALSA

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