

## BIHAR STATE LEGAL SERVICES AUTHORITY

Budh Marg, Opposite Old Museum, 800001, Patna, Bihar

### IMPORTANT NOTICE ON SUMMER INTERNSHIP

DATE: 18.04.22

Bihar State Legal Services Authority (BSLSA) invites applications from interested Law students (as mentioned in the B(I) of the BSLSA guidelines for Internship programme) for its summer Internship programme to be conducted for the period 04<sup>th</sup> June to 24<sup>th</sup> June 2022. (Three weeks)

The Guideline for the Internship programme has been uploaded on the website of BSLSA. As per the guideline the interested students can apply in the format attached to the guideline (ANNEXURE A).

The duly filled in application forms must be sent ONLY to BSLSA email id ([bslsa\\_87@yahoo.co.in](mailto:bslsa_87@yahoo.co.in)) within time prescribed as mentioned below.

Date of commencement of submission of applications: 19<sup>th</sup> April 2022.

Last date for submission of applications: 25<sup>th</sup> April 2022.

List of selected candidates will be uploaded on BSLSA website on: 9<sup>th</sup> May 2022.

Above said Students need to send their application only as per the timeline mentioned in the Notice. Applications and queries sent otherwise shall not be entertained.

For any further update, please visit BSLSA website [bslsa\\_87@yahoo.in](mailto:bslsa_87@yahoo.in).

Sd/-

Rajiv Ranjan  
(Member Secretary)  
BSLSA

## BIHAR STATE LEGAL SERVICES AUTHORITY

### GUIDELINES FOR INTERNSHIP PROGRAMME

#### A. INTERNSHIP PROGRAMME:

- I. Internship programme is conducted by the BIHAR STATE LEGAL SERVICES AUTHORITY twice a year i.e. Winter and Summer. Winter internship in month of December/ January and Summer internship in the month of May/ June. The duration for the Internship Program is 3 weeks(21 days) including Second Saturday, Sunday or any other Holiday).


#### B. WHO CAN APPLY:

- I. Student's pursuing Three (3) years or Five (5) years LL.B. Course, LL.M Course or Ph.D. in legal stream from any recognized institution across the India.

#### C. HOW TO APPLY:

- I. The process for each internship programme begins with a NOTICE on the website of the BSLSA.
- II. Students can apply in the prescribed format (ANNEXURE A) within one week from the date of NOTICE.
- III. The duly filled in application form along with the requisites must reach BSLSA Office either digitally on its email id [bslsa\\_87@yahoo.in](mailto:bslsa_87@yahoo.in) (each student has to apply through their own email id) or through post (Address: Bihar State Legal Services Authority, Budh Marg,

opposite Museum, Pin 800001, Patna Bihar or by person (during Office hours i.e. 10 am to 5 pm). Applications reaching after the due date will not be entertained.


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- IV. After the scrutiny, the list of shortlisted students along with the allotted DLSAs where they are supposed to report will be uploaded on BSLSA website.
  - V. If, because of any reason, the short listed student opts out of the internship programme, intimation regarding the same will be given to the BSLSA in writing through email.
  - VI. In such a case, students in the waiting list can be given an opportunity to participate in the Internship Programme.

**D. NUMBER OF SEATS IN EACH BATCH (WINTER/ SUMMER)**

- I. A total of 100 students will be admitted for each batch. Depending on the number of applications and other factors including COVID 19 pandemic situations, the number of students can be varied by the Member Secretary, BSLSA. Students who have applied, but could not get short listed, will be given priority in the next internship batch.

**E. PLACE OF INTERNSHIP:**

- I. The internships are to be conducted in the various District Legal Services Authorities of State of Bihar under the aegis of Bihar State Legal Services Authority. The interns would be required to spend about nineteen days with the allotted District Legal Services Authority.

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- II. Women interns will be given priority for the choice of the DLSA opted by them; however BSLSA reserves the right to allot a different DLSA from the choice opted by the interns in case of any exigencies.
  - III. Normally, BSLSA allot the DLSA from amongst the three(3) choices opted by the student, but in case of large number of application for those DLSAs, the BSLSA may allot the DLSA which is near/adjacent to the place of district opted by them.

**F. MODE:**

The internships programme will be conducted in a Hybrid mode i.e. both Virtual and Physical mode.


**G. ORIENTATION:**

- I. The First day of the internships programme would be in virtual mode wherein information about the working of the various Legal Services Institutions will be imparted to the students by the Officers of the BSLSA and other Resource Persons. Students will be explained about the modalities of the entire Internship Programme, the role, duties and the Code of Conduct to be followed during the entire programme.
- II. The coordinator for the Winter Internship programme will be Assistant Registrar 2, BSLSA and for the Summer Internship will be Assistant Registrar 1, BSLSA. In case of leave etc. the junior most Officer on duty will be in charge of the internship programme.

#### H. TRAINING AT DLSAs:

- I. Interns will be allotted a DLSA where they will have to report on the 2nd day of Internship in the Office of the Secretary of the concerned DLSA.
- II. The reporting time in the Office of DLSA Secretary would be 10.30 am (The timing for summer internship may change considering Civil Courts timing during the months of April, May and June). The interns will sign the attendance register kept in the office of the Secretary, DLSA. During the physical mode of internships the interns would work under the supervision of the concerned DLSA Secretary, who will brief them about the places where visits are to be made, a brief about the institution, its role and function. The DLSA Secretary would also explain them about the things which interns are supposed to do.
- III. Interns will be given topics for research during the period of internship and they need to submit a report (in PPT format or otherwise) to the concerned DLSA on the last day of internship at DLSA.
- IV. During the period of internship if legal services Institutions are closed because of a holiday in Civil Court, the interns would utilize that day for the purpose of doing research. Residuary time on working days will be utilized by interns in judgeship library or as per instruction of Secretary, DLSA.
- V. While doing internship for nineteen days with the District Legal Services Authority, the interns would be required to interact and :

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- a. Visit a Central Jail or Sub Jail for one day in the District ;
  - b. Visit an Observation Home/Juvenile Justice Board for one day;
  - c. Visit Child Welfare Committee and Children's Home for one day;
  - d. Visit a home for senior citizens for one day;
  - e. Visit the District Courts including Magisterial Courts, Sessions Courts and Special Courts like Excise Court etc. for two days;
  - f. Attend a legal literacy/legal awareness programme in the district for one day;
  - g. Watch the mediation proceedings at Mediation/ADR centre and Lok Adalat/Permanent Lok Adalat for one day (If such Lok Adalats are held during the period of Internship)
  - h. Visit a legal literacy club in a school/legal services clinic in a college and/or in community, etc. for one day.
  - i. Spend the remaining days in the office of the District Legal Services Authority for observing the working of Front office and other activities of DLSA.
- VI. If required, two or more visits may be clubbed and conducted on single day as per the requirement to be decided by the Secretary, DLSA. If there are any other institutions working in the area of Legal Services, some NGOs or some Special Projects are going on in certain Judgeship, the Secretary DLSA can include them for visits during the period of internship. The list mentioned above is only indicative and not exhaustive. The Secretary DLSAs would prepare a programme for the interns who are attached with the DLSAs on the above lines making modifications as may be necessary depending on the

facilities existing in the district .The DLSA Secretary would take appropriate steps like writing letters to the institutions where interns would be visiting etc. to facilitate the learning of the students during the internship programme. Secretary DLSA can engage the Panel Lawyers to guide and assist the interns during their visits to the institution.

*Ray* → **VII. THINGS TO DO DURING VISITS:**

- I. While visiting the Jail, Observation Homes, JJBs, CWCs, Courts, the interns would be required to observe the working of the said institutions and also look at the role of the legal services lawyers (Panel Lawyers) in these institutions.
- II. While visiting the Children's Home, Home for the Senior Citizens the interns would be required to observe the working and activities of that institution.
- III. While visiting legal literacy club/legal services clinics, they would observe their working, provide necessary assistance and participate in the activities.
- IV. While attending the legal awareness/legal literacy camps, the interns would actively facilitate the conduct of the programme in terms of distribution of pamphlets, legal literacy materials and would also be required to collect feedback from a sample audience.
- V. While visiting any institution the interns would maintain absolute decorum and would not indulge in any activity which may hamper the normal functioning of the institution. Any complaints made by

any such institution will be taken very seriously and will be duly reported to the parent institution of the interns.

- VI. During the period of internship with the DLSAs, the interns would be required to observe and understand the working of the 'front office', provisions of legal aid to the legal aid beneficiaries, etc.
- VII. Interns would be required to maintain a daily diary of the work done by them and the same would be produced before the Secretary, DLSA with whom the intern is attached.

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VIII. **CODE OF CONDUCT:**

- I. The interns shall observe and obey any directions given by the concerned DLSA Secretary. They are required to maintain proper dress code (Black and white formal attire) during the entire period, pay due respect to the Secretary DLSA, all the Judicial Officers in whose court they would be visiting, the officials of any department, the Panel Lawyers and Staff of the DLSA and Civil Court.
- II. Any act of misbehavior and indiscipline will be met with strictest of the actions. DLSA Secretary will report any such conduct to the BSLSA and Member Secretary, BSLSA may terminate the internship of such student. The same will be communicated to the parent Institution of the interns for necessary action.
- III. The Secretary, DLSA will submit a report to the BSLSA containing details of students who have interned there, places of visit, attendance etc. On the basis of the report submitted by the concerned DLSA Secretary, certificates will be awarded by the BSLSA



to the students on successful completion of the internship programme.

**IX. ATTENDANCE & LEAVE:**

I. The interns are required to make an endeavor to attend all the activities undertaken during the period. Leaves, in case of some exceptional circumstances can be taken, only with the prior permission of the concerned Secretary, DLSA in writing.

II. A 75% attendance is must for award of the Internship certificate.

**X. VALEDICTORY SESSION:**

At the end of the internship programme, certificates would be distributed to the interns who have successfully completed the internship programme. On the last day of the Internship period, all the interns would visit the BSLSA office at 10:30 am and they would remain attached with BSLSA office for a day wherein during the first half of the day they would observe the functioning of the BSLSA and in the second half there will be an interactive session with the Officers of BSLSA wherein, the interns can share their experience, learning, feedback, ideas and suggestions etc followed by Certificate distribution.

The interns are required to make their own boarding and lodging arrangements as well as local travel arrangements. No remuneration will be paid for the internships.

**(Note: Only fully vaccinated students will be considered for internship).**

## BIHAR STATE LEGAL SERVICES AUTHORITY

## INTERNSHIP PROGRAMME

(..... to .....) )

{Application for Internship}

Name of Student	
Male/ Female	
Year and Semester	
College	
Address of College	
Residential Address	
Choice of DLSA (District)	1. 2. 3.
Mobile no.	
Email id.	
Fully Vaccinated	Yes -
	No -

Name:.....

Signature:.....

## Enclosures:

1. Copy of Valid Identity Card issued by the College.
2. Copy of recommendation from the head of the institution for taking part in the internship programme.
3. Copy of Vaccination certificate.