

**GUIDELINES FOR APPLICATION FOR INTERNSHIP
WITH THE HIGH COURT OF ANDHRA PRADESH.**

I Eligibility:

A candidate desirous of doing Internship with High Court of Andhra Pradesh should have been pursuing 4th or 5th year of 5-year L.L.B course or final year of 3-year B.L. Or L.L.B., course and must have - a good academic and co-curricular record and minimum computer skills like familiarity with online-research and common MS Office applications.

II Application Procedure:

1. Candidates are required to submit their applications in the prescribed format. The application should be sent so as to reach the Office of the Registrar General of the High Court latest by two weeks preceding the commencement of proposed internship.
2. The Application should be accompanied by the following:
 - (i) Copy of the forwarding letter of the college/university/law school issued by the Head of Department, Dean, Director or the Registrar as the case may be with his/her remarks and, mentioning the proposed period of internship.
 - (ii) CV providing basic details including academic record, co-curricular activities and previous internship experience, if any.
 - (iii) Photostat copy of the Student Identity card issued by the law school/college/university, attested by the Head of Department, Dean, Director or the Registrar.
3. Application along with copy of the Forwarding Letter, photostat copy of the Student Identity Card and CV should be submitted in person or sent by post or be e-mailed to the Registrar General of the High Court. The envelope or the e mail should state at the top as "Application for Internship".
4. Forwarding Letter, CV and the Student Identity Card in original must be produced at the time of reporting at the Office of the Registrar General of the High Court.

5. If the application is not in order or defective, the same may be returned by the Registrar General for compliance/rectification.

III Duration:

The duration of internship is 4 weeks for candidates pursuing 5-year Law course and 3 weeks for those pursuing 3-year Law course.

- IV** No stipend or remuneration or any allowance will be paid to the intern.nor any accommodation or conveyance will be provided.

- V** The application format can be downloaded from the High Court web site.

- VI** For anyQueries/Clarifications, theApplicant may contact the Internship Co-Ordinator, that is, the Joint Registrar, J Special, of the High Court at the following:

Address:

Sri P.Venkata Ramana, Joint Registrar-cum Internship Co-ordinator

High Court of Andhra Pradesh,

Nelapadu,Amaravati,GunturDistrict- 522239.

Mobile No.79016-25189.

Office phone No.0863-2372661.

Email-Id:- cpc-ap@aij.gov.in

APPLICATION FOR INTERNSHIP FOR LAW STUDENTS
AT HIGH COURT OF ANDHRA PRDESH, AMARAVATI.

1	NAME OF THE APPLICANT [IN BLOCK LETTERS]	
2	GENDER	
3	DATE OF BIRTH	
4	AGE [IN FIGURES AND WORDS]	
5	e MAIL ADDRESS	
6	RESIDENTIAL POSTAL ADDRESS	
7	ADRESS AND MOBILE NUMBER OF THE CONTACT PERSON IN THE FAMILY OF THE APPLICANT	
8	MOBILE NUMBER OF THE APPLICANT	
9	NAME OF THE EDUCATIONAL INSTITUTION	
10	ADDRESS OF THE EDUCATIONAL INSTITUTION	
11	MOBILE NUMBER OF THE CONTACT PERSON OR INTERNSHIP CORDINATOR OF THE EDUCATIONAL INSTITUTION	
12	EDUCATIONAL QUALIFICATIONS	
13	DURATION OF INTERNSHIP	FOUR WEEKS FOR FIVE YEAR LAW COURSE AND THREE WEEKS FOR THREE YEAR LAW COURSE
14	PREFERRED SUBJECT/S OF LAW FOR INTERNSHIP	
15	ANY OTHER RELEVANT INFORMATION, WHICH THE APPLICANT WISHES TO	

	FURNISH	
16	VERIFICATION	I HAVE GONE THROUGH THE INSTRUCTIONS AND GUIDELINES FOR INTERNS AND I DECLARE THAT THE INFORMATION FURNISHED IN THIS APPLICATION IS CORRECT AND I AGREE TO FURNISH CONFIDENTIALITY UNDERTAKING ON ACCEPTANCE OF MY REQUEST FOR INTERNSHIP.
17	SIGNATURE OF THE APPLICANT AND DATE	

ENCLOSURES:

- (i) Copy of the forwarding letter of the college/university/law school issued by the Head of Department, Dean, Director or the Registrar, as the case may be, with his/her remarks and, mentioning the proposed period of internship.
- (ii) CV providing basic details including academic record, co-curricular activities and previous internship experience, if any.
- (iii) Photostat copy of the Student Identity card issued by the law school/college/university, attested by the Head of Department, Dean, Director or the Registrar.

SIGNATURE OF THE APPLICANT

INSTRUCTIONS/GUIDELINES FOR INTERNS

1. On being selected to undergo Internship at the High Court of Andhra Pradesh, the intern should report to the office of the Registrar General at 10:00 AM on the specified date mentioned in the order along with the originals.
2. Interns are required to adhere to the Court timings and report daily to the Principal Private Secretary or Additional Private Secretary of the Hon'ble Chief Justice / Hon'ble Judge to whom the intern is attached. In case the Intern wants to work overtime in the Court or at the residential office of the Hon'ble Chief Justice / Hon'ble Judge, the Intern must obtain prior permission of his Lordship.
3. Interns shall observe the formal dress code prescribed during the internship period and maintain the dignity, decorum and discipline of the workplace in the High Court. The Interns should follow the instructions given by the Hon'ble Chief Justice / Hon'ble Judge from time to time as may be necessary for the completion of the internship.
4. Interns shall not unnecessarily interact with the officers and staff of the High Court.
5. The computers, internet, databases and office facilities will be made available to the Intern, as directed by the Hon'ble Chief Justice / Hon'ble Judge, for research and other purposes as directed by Hon'ble Chief Justice / Hon'ble Judge. The Intern shall not use the internet or computer facility for personal purposes. The Interns shall not modify or tamper with the computer system or data.
6. Interns may use the High Court Library facility as may be required for purpose of internship, however, under the supervision of the Librarian.
7. Interns shall not loiter in the High Court premises unnecessarily or interfere with the work of the officers and staff of the High Court.
8. Interns shall not take leave on court/office working days. Leave in case of exigencies will be granted on the directions of the Hon'ble Chief Justice/Hon'ble Judge to whom the Intern is attached.
9. Interns shall not entertain/interact with any outsiders in the High Court premises. If need be, permission for the same shall be taken from the Principal Private Secretary or Additional Private Secretary of the Hon'ble Chief Justice/Hon'ble Judge.
10. Any complaints of misconduct by an Intern may result in disciplinary action including termination of the internship.

11. Interns may be asked by the Hon'ble Chief Justice/Hon'ble Judge to make a presentation on the research work done at the end of the internship period.
12. Interns shall maintain a diary on a daily basis duly noting the work turned out by them.
13. Interns shall submit a written report of the work done along with the diary to the office of the Registrar General of the High Court and to the Principal/Additional Private Secretary of the Hon'ble Chief Justice/Hon'ble Judge for assessment of the interns' work and grant of certificate of successful completion of the internship.
14. Interns shall treat all information pertaining to the work as privileged and confidential and shall in no circumstances reveal or pass on to any one any such information/data/document, whether in tangible or intangible form.
15. The intern at the time of joining the internship program shall sign a confidentiality undertaking in the prescribed format before the Registrar General.
16. Interns shall have access to the court records/registers only to such limited extent as may be directed/ permitted by the Hon'ble Chief Justice/Hon'ble Judge.
17. Interns shall not at any point of time misuse/abuse any information pertaining to the work of High Court to which the Intern is a privy in the course of his/her internship.
18. If at any point of time during the internship it is found that the intern has violated / disobeyed any directions/instruction required to be followed and in the opinion of Hon'ble Chief Justice/Hon'ble Judge further continuation of his/her internship is not desirable, the internship shall be terminated with immediate effect and duly communicated to the head of the institution in which the intern is pursuing his/her Law course.
19. On his/her joining the internship program the intern shall be provided with an identity card/pass which shall be shown/displayed whenever required during the internship period at the place of work and shall surrender the same at the end of internship.
20. On successful completion of the internship and on the directions of the Hon'ble Chief Justice/Hon'ble Judge, the Registrar General of the High Court will issue a Certificate in the prescribed format to the intern and forward a copy of the same to the institution in which the intern is pursuing the Law course. The Hon'ble Chief Justice/Hon'ble Judge, may in his lordship's discretion, consider issuing a separate certificate of appreciation to deserving candidate.

CONFIDENTIALITY UNDERTAKING

I,, S/O OR D/O....., student of, R/O..... selected for internship at the High Court for the period from to understand that 'Confidential Information' means any information of secret or confidential nature relating to the internship workplace, which may include methods, documents, data, drawings, manual, registers, notebooks, reports, processes, software, information systems, contracts, proposals, training materials, case files/records, orders of all kinds, judgments and case/proceedings information [whether in tangible or intangible form] to which I, as an intern is a privy in the course of my internship.

I agree and state that I have read and understood the meaning and purport of 'confidential Information'. I agree that I will not, at any time, both during and after completion of internship, communicate or disclose confidential information to any person or any entity unless required by applicable law or legal process.

Intern's Signature.

Date:

Full Name: