

Approved on
08.06.2026.

Internship Guidelines of Sikkim Judicial Academy

Objectives

- To provide law students with practical exposure to judicial training, court-related research, and judicial-academy functioning.
- To assist the Judicial Academy in research, administrative work, documentation, and programme-support activities.
- To encourage students to observe court etiquette, professional conduct, and judicial values during their internship.

2. Eligibility

An applicant shall be eligible for an internship if:

- She/he is enrolled in a recognised LL.B. programme (3-year or 5-year) or LL.M. programme in India.
- For LL.B. students:
 - Minimum completion of **3rd year** for 5-year LL.B. or **1st year** for 3-year LL.B.
- For LL.M. students:
 - Currently pursuing LL.M. in any recognised university.
- She/he has a **satisfactory academic record** (preferably not below second class / CGPA as per institutional norms)

3. Duration

- **LL.B. Internship (full-time): 1-month** continuous internship
- **LL.M. Internship (full-time): 1 month** continuous internship.

An extension may be granted, subject to vacancy and performance after approval by the competent authority.

4. Selection Procedure

- Shortlisting shall be merit- and need-based, considering:
 - Academic performance and year of study.
 - Statement of purpose/reasons for seeking internship.
 - Previous internship/research experience (if any).
- The Judicial Academy may conduct a brief **screening/interview** (online or in-person) for shortlisted candidates.
- The final list of selected interns shall be notified on the Academy's website/notice board and communicated by email/letter.

Mode of submission:

- Soft copy (scanned PDF) to be emailed to the designated internship-mail ID of the Academy with subject line: **“Application for Internship – [Name] – [Proposed Month]”**.
- Hard copy, if required, to be sent by post to the address of the Judicial Academy.
- Applications must normally reach the Academy **at least two months before the proposed internship month**, unless otherwise specified.

6. Educational Qualifications

- **LL.B. Interns:**
 - Pursuing LL.B. (3-year or 5-year) from a recognised university in India.
- **LL.M. Interns:**
 - Currently pursuing LL.M. at a recognised university.

7. Dress Code

Interns shall adhere to a **formal dress code** during the internship.

In Court / Court-related premises:

- Male: White shirt, black plain trousers, black tie, and formal black shoes with black coat.
- Female: White shirt, black formal trousers/black sari, kurta, and formal shoes with black coat.
- **In Judicial Academy / Office:**
 - Business-formal attire (no jeans, t-shirts, or casual wear).
- Interns must maintain a neat, sober, and professional appearance at all times.

8. Honorarium / Stipend / Allowance

- No Honorarium/ Travelling Allowance, Dearness Allowance or any other allowance will be provided for the internship.

9. Rules and Regulations

Interns shall:

- Observe **strict discipline**, punctuality, and confidentiality in all work and court-related matters.
- Maintain **confidentiality** of case-files, internal notes, and other sensitive information; no copying, photographing, or sharing of documents without permission.
- Work under the supervision of designated officers and comply with instructions.

- Avoid any form of **misconduct**, indiscipline, or violation of court / Academy rules; any such act may lead to **termination of internship and reporting to the parent institution**.
- Use institutional resources (library, computers, internet, etc.) only for **official internship-related work**.
- Not represent themselves as **advocates or judicial officers**; clearly identifying themselves only as “Intern” when required.

Absence without prior permission may be treated as **unauthorised absence** and may result in termination.

10. General Instructions

- Interns shall **report on the first day** to the Director of the Sikkim Judicial Academy with a copy of the offer letter.
- They shall be assigned specific tasks such as:
 - Research on selected topics.
 - Drafting case notes/summaries.
 - Assisting in training programmes or workshops.
- Interns are **not entitled to carry forward** leave or to claim any entitlement beyond the stipulated duration.
- At the end of the internship, each intern may be required to submit a **brief report** on the work undertaken.
- The Academy shall issue a **Certificate of Internship** to those who complete the internship satisfactorily.

11. Undertaking

At the time of joining, every intern shall submit a **signed undertaking** (in the prescribed format) to the effect that she/he:

- Has read and understood the internship guidelines and rules.
- Will abide by the dress code, confidentiality, and discipline norms.
- Will not disclose any confidential information and will use Academy resources only for official purposes.
- Will comply with directions of the Academy and may be removed from the internship if any rule is violated.

.....