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ಕರ್ನಾಟಕ ಸರ್ಕಾರ  
GOVERNMENT OF KARNATAKA

ಕ್ರಮಾಂಕ  
NO.

ಅಡ್ವೋಕೇಟ್ ಜನರಲ್‌ರವರ ಕಛೇರಿ  
ಉಚ್ಚ ನ್ಯಾಯಾಲಯದ ಕಟ್ಟಡ  
ಬೆಂಗಳೂರು-೫೬೦ ೦೦೧

OFFICE OF THE ADVOCATE GENERAL  
HIGH COURT BUILDING  
BENGALURU-560 001

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TO,

ದಿನಾಂಕ DATED 29-01-2021.....

ಮಾನ್ಯರೇ,  
SIR,

This is to inform you that the Office of the Advocate General, Karnataka, has formulated an '**Internship Policy**' as applicable from **01.02.2021**. The Policy details the application procedure and provides other relevant information for interested students. It is requested that the said policy be shared with your student body. A copy of the said Policy is herewith attached.

BY ORDER OF THE LEARNED ADVOCATE GENERAL,

  
( V. P. PANKAJA )

ADMINISTRATIVE OFFICER (A/C)

## **INTERNSHIP POLICY**

(as applicable from 01.02.2021)

The **Office of the Advocate General, Karnataka** periodically trains student interns seeking practical experience during summer/winter breaks in their law programmes. This policy aims to outline the application process, responsibilities and duties, to ensure interns have a productive experience with the Office.

The purpose of this internship programme is to provide a platform to law students to acquaint themselves with public litigation and matters of public policy, in the State of Karnataka.

### **Application Process and Information**

- **Eligibility:**
  - Students from Law Universities/Colleges recognised by the Bar Council of India.
  - Students should be in their second to fifth year of a five-year integrated LLB program, or in the first to third year of a three-year LLB programme.
  - Must have a keen interest in exploring litigation and public policy.
- **Duration:**
  - For a minimum duration of 4 weeks (extendable upon request, at the discretion of the Office).
  - The internship period will generally begin on the first Monday of the month, unless specified/approved otherwise.
- **Procedure:**
  - Email a copy of the following documents to **internshipagkar@gmail.com** with the subject "Internship Application-Month", at least one month in advance of the dates you seek to start the internship:
    - (a) CV or resume
    - (b) Cover letter of not more than 300 words
    - (c) Bona fide certificate (issued by University/College)
  - Accepted candidates will receive a confirmation email at least two weeks prior to the joining date.

**Please Note** – The Office will only be able to accommodate a maximum of 12 interns per month.

## **Orientation and Intern Experience**

On the starting date of the internship (first Monday of the month), the intern will receive an orientation regarding the office and work responsibilities. The intern could also be assigned to the Advocate General/ Additional Advocates General/ State Public Prosecutor/ Additional Government Advocates/Additional State Public Prosecutors/ High Court Government Pleader based on necessity and work load, at the discretion of the Office while taking into account the intern's interests.

The experience at this internship will include daily court visits, preparation of case briefs, research notes and understanding the filing process at the High Court of Karnataka. The interns will also have the opportunity to make a presentation in the Office, on evolving legal debates or new legislations, at the end of their internship period.

## **Other Rules and Guidelines**

- Location: Office of the Advocate General, High Court of Karnataka, Ambedkar Veedhi, Bangalore – 560001.
- Working hours:
  - Weekdays and all Saturdays, except 2nd and 4th Saturdays.
  - Timings – 9:30 am to 6 pm on weekdays; half-day on Saturdays.
- Dress code: Black and white, as worn to Court (Western/Indian formal)
- Confidentiality: The interns shall be required to maintain confidentiality of all documents/reports and or any information received by them during their internship period. The interns shall not reveal to any person or organisation any information relating to the Office or any ongoing case. The interns may also be required to sign a confidentiality agreement prior to the commencement of the internship.
- Interns are requested to carry their own laptops, if possible/available.
- The interns will be required to keep a record/worksheet of their work completed and submit an 'internship report' at the end of their internship period.
- All interns will have to submit a duly completed copy of the 'Confidentiality Agreement' and 'COVID-19 Self-Declaration Form' (attached below) on their joining date.

## **Certificate of internship**

Certificates will be awarded to interns upon satisfactory completion of their internship with regular attendance.

**CONFIDENTIALITY AGREEMENT FOR INTERNS**

I, \_\_\_\_\_ student of \_\_\_\_\_  
University/College, who is undergoing an internship with the Office of the Advocate  
General, Karnataka for the period of \_\_\_\_\_ to \_\_\_\_\_ understand  
that “Confidential Information” means any information of a secret or confidential nature  
relating to the internship workplace, which may include case files, documents, data,  
annexures, notebooks, reports, contracts, proposals, and other government or non-  
governmental material.

I agree to the following:

I have read and understood the above definition 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, corporation, or entity unless required  
by applicable law or legal process.

**Signature**

**Full Name:**

**Date:**

## COVID-19 SELF-DECLARATION FORM

<b>Full Name:</b>	
<b>Age:</b>	
<b>Mobile number:</b>	
<b>Email-ID:</b>	
<b>Travelling from (city/town name):</b>	

Please answer the following questions:

<b>Sl. No.</b>	<b>Description</b>	<b>Yes/No</b>
1.	Whether you have tested positive for COVID-19 in the past?	
2.	Whether you have had any flu symptoms including fever, cough, breathlessness, sore throat in the last 14 days?	
3.	Whether you or any immediate family member came in close contact with a confirmed case of COVID-19 in the last 14 days?	

I, \_\_\_\_\_ hereby declare that all the information mentioned above is true to the best of my knowledge and will immediately inform the Office of the Advocate General, Karnataka, and COVID-19 Central/State Govt. Authority, if any symptoms arise during or after the internship.

**Signature**

**Date:**