

SCHEME OF INTERNSHIP

Being cognisant about the purpose and necessity of internship in the **Odisha Human Rights Commission, Bhubaneswar** and in view of the interests of the interns;

Whereas it is expedient to formulate a scheme of internship, it is hereby notified as follows;

1. Eligibility:

- (i) He or she must be a student of any recognized law college or university,
- (ii) He/she must have passed 1st year examination in law course (5yrs Int./3 yrs.),
- (iii) He/she must have recommendation letter by any authorized person of the college/university.

2. Number of Interns:

There shall not be more than **fifteen** number of interns per batch and there shall not be more than **four** batches in any given year.

However in special circumstances, the Hon'ble Chairperson may allow beyond fifteen numbers of interns in each batch.

3. Duration:

The Commission will allow students for internship during the month of *December-January* and *May-June*.

A period of **three** weeks shall be allowed for undergoing internship in any given session.

The time period for each session shall be notified in the official website.

4. Procedure for Application:

(i) The application should reach this office before seven days from the date of the notified scheduled sessions.

(ii) The students interested for undergoing internship in the Odisha Human Rights Commission shall submit an application expressing therein an unequivocal intention to undergo internship along with following documents;

(a) Photocopy of the identity Card given by the Institution to the student,

(b) Photocopy of the Mark-sheet of last examination in law course,

(c) Original recommendation letter by the Institution/ University,

(d) An undertaking not to involve himself/herself in any other activity otherwise than the assigned ones so also not to show any kind of behaviour which is unbecoming on the part of a law student,

(e) A photocopy of date of birth proof, and

(f) A separate information sheet clearly specifying an introductory Bio-Data of the applicant in the following format:

Name- _____,

Date of Birth- _____,

Mobile No.(Whatsapp) - _____,

Email Id.- _____,

Either of the parent's name (Mother/Father) - _____,

Institution Name & Address- _____,

Institution Contact Details- _____,

Present Residence Address- _____,

Permanent Residence Address- _____,

along with a recent pass-port size photograph pasted on it. The said information sheet shall be self attested by the applicant.

(iv) The application shall be addressed to the “**Registrar, Odisha Human Rights Commission, Toshali Bhawan, 2nd Floor, Satyanagar,**

Bhubaneswar, Odisha-751007” and the word **‘FOR INTERNSHIP’** shall be written in block letters on the envelope.

(v) The application along with other documents shall be sent through registered post or any other mode as will be notified further.

6. Special instructions:

(i) The applications shall be considered on *first come first serve* basis and the left out applicants may be considered on priority basis in the next sessions.

(ii) In case of number of applications received in a day, seniority of the applicant in terms of his/her age shall be the criterion for consideration.

(iii) After scrutiny of the applications, the batch of the eligible candidates and the time period of their allotted session shall be notified in the official website (<https://ohrc.nic.in/News.html>).

(iv) The remaining candidates who are otherwise found to be suitable for internship but couldn't be accommodated in the present sessions shall be kept in the notified reserved list.

However the notified reserved list will be carried forward up to one session i.e. the next session only.

(v) The reserved list candidates may be permitted to undergo internship in the next session with fresh approval from his/her institution.

(vi) The applicant of the reserved list candidate shall, along with the required documents, enclose the copy of the reserved list by marking his/her name on it. Such copy can be accessed from the notification in the official website (<https://ohrc.nic.in/News.html>).

(vii) In case any qualified applicant didn't turn up or expressed his inability to undergo internship, the next candidate in the list shall be preferred for internship. However such criterion shall not be applied in the middle of a session.

(viii) At the end of the Internship, a brief report of the session undergone shall be submitted to the Registrar, OHRC.

(ix) After successful completion of a session, a certificate to the effect under the signature of the Registrar, OHRC shall be given to the candidates within fifteen days from the date of completion of the session.

(x) The interns are mandated to maintain dress code in the Commission which shall consist of formal black trouser full pant and formal white full sleeve shirt/*kurti*.

(xi) The interns shall carry their identity card throughout the session.

(xii) The interns are expected not to behave in such manner which is unbecoming of a law student or which will, in any way, undermine the sanctity of the Commission.

(xiii) In case of any queries, candidates or Institutions may contact Mr. Sushanta Ku Sahoo, Sr. Programmer in his official Contact No.7656849603 during office hours.

7. Cautionary Direction:

Any deviation from the Scheme by any intern may entail disqualification for internship or stoppage of his/her internship and misconduct, if any, shall be reported to the concerned Institution/University.

***Notice: Variations in the above scheme, if any, with the permission of the Hon'ble Chairperson will be notified in the official website.**

Registrar

Odisha Human Rights Commission