



Call for Research Interns | F.Y. 2022-2023

Frequently Asked Questions (FAQs)





BLACK ROBES LEGAL

मुञ्जाक दिषकोर्द्रण न्यायः

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Table of Contents

Internship Programme F.Y. 2022-2023

Chapter 1: Structure and Selections	1
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Chapter 2: Communication and Compliances	4
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Chapter 3: Completion and Reporting	6
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Chapter 1

Structure and Selections

Not every place you
fit in is where you
belong

- Bea C Pilotin



What is the basic structure of the internship programme?

The internship programme is a curated learning and basic training exercise for 4 weeks which starts at 7th of a calendar month and ends on 6th day of succeeding month, concerning identification and resolution of legal-policy real and simulated practical issues, drafting and analysis, and interpretation relating thereof, qua the practice areas of the firm, which shall be conducted and managed through virtual means by the recruitment & programme affairs division of the firm. The interns are engaged remotely on full-time regular basis, but may necessarily have to travel locally within their city/town/district for research purposes. The programme is not a substitute for or a credit provisioning module of your academic or professional course.

Is there any application or registration fee applicable for the internship programme?

There is no application or registration fee applicable for the internship programme.

How different is this internship programme in terms of work and exposure?

The programme is rigorous in nature and aims to provide quality and enriching lessons of practical application of laws to secure ends of justice, as a necessary component supplementing regular academic or professional study of law, but only to most deserving and dedicated candidates. The firm intends to infuse traits of professional communication and management, integrity and ethics, patience and punctuality, respecting privileges and confidentiality besides hands on experience on legal and policy works. Since the intention is to develop an individual's competence and skills, no groupism shall be allowed in any manner whatsoever.

What shall be the status of an intern in the firm?

The candidate, upon selection, shall be regarded as 'Research Intern' and not 'Virtual/Remote Research Intern' for all purposes, based on the doctrine of 'Substance over Form', disregarding the form of engagement.



Structure and Selections

What is the selection criteria applicable?

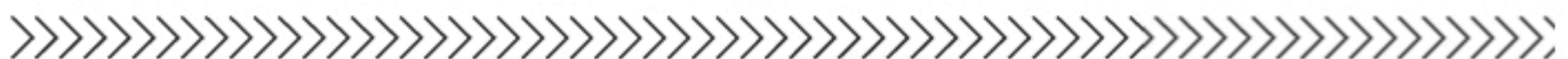
The selection is purely merit based, and depends upon the assessment of written assignment, curriculum vitae/resume, besides personal interview, if so undertaken as the case may be. The firm shall consider overall personality including parameters of active intelligence, general behavior to legal/policy issues, passion for change and others. The applications shall be processed on First-In-First-Out (FIFO) method, and the programme is a gender neutral equal opportunity measure.

What should be the guiding factor in attempting assignment so as to prevent summary rejection?

The assignment, once attempted in full, is a complete document ready for assessment along with other supporting documents submitted. The only guiding factor concerning the assignment is that the same should be attempted by the candidate himself/herself without taking assistance of other candidates/peers, and every submission made therein must be supported with reasons and/or precedents, whether judicial or otherwise, without commission of plagiarism.

How shall a candidate be informed about the selection or rejection of his/her candidature?

Unlike otherwise prevalent, every candidate who successfully submits an application with required supporting documents, shall be informed about the decision of the firm. In case of selection, an individual appointment letter shall be issued or combined notification shall be released, through an email or otherwise as may be decided, but in case of rejection, an intimation shall be preferred to the concerned candidate through email only. The candidate, upon being informed of his/her selection, shall be required to convey his acceptance of the terms of engagement as an intern with the firm, as per the extant instructions so issued which is invariably within 48 hours of receipt of the communication regarding selection, failing which the application shall be treated as abandoned and dismissed in default. The selection of a candidate is always deemed to be provisional in nature, and is confirmed only with the approval, post call interaction with the intern concerned immediately after the submission of first week assignments.



Structure and Selections

Is there any provision to allow transfer or shift of candidature from allotted month of internship to another available month in a financial year?

No candidate shall be allowed any transfer or shift of candidature from allotted month of internship to another available month in a financial year. Every candidate is required to plan his/her internship appropriately in advance. No request concerning thereto shall be entertained.

Whether only one candidate per law school/university shall be selected for each available month in a financial year?

The programme is designed to develop individual competence of a candidate and in order to prevent groupism with ensuing unhealthy consequences as experienced, it is preferable and expedient for the firm to consider the selection of only one candidate per law college/university in each available month in a financial year.

How shall the candidates be placed after being preliminary selected in the 'Successful Pool of Applicants: Waitlisted' category?

It has been decided that the candidates placed in the 'Successful Pool of Applicants: Waitlisted' category shall be allotted preferable batch of their choice on First-In-First-Out (FIFO) method, subject to availability or vacancy created due to withdrawal, desertion or termination of previously selected candidate(s) or otherwise.

Is it expedient for a prospective candidate to connect with LinkedIn Page of the firm?

It shall be expedient for a prospective candidate to connect with LinkedIn Page of the firm since the firm usually releases notifications, uploads reports/documents and updates with important information on the LinkedIn page, besides its official website and/or other platform(s).



Chapter 2

Communication and Compliances

If it is important to you, you will find a way. If not, you will find an excuse.



What shall be the specifics of internship programme in terms of assignment of work and submissions thereof?

The programme shall entail three work weeks along with remaining days earmarked for assessments and call interactions, the same being spread over a total tenure of four weeks. The structured assignments shall be communicated over email besides regular unstructured assignments through WhatsApp/Telegram mobile application with supporting detailed instructions which upon submission of assignments, shall be followed up with assessments and audio and/or video call interactions/conferences. No deviation shall be permissible from standing instructions issued by the firm on any ground(s) whatsoever.

How shall the assignments be assessed by the firm and communicated with the interns?

The structured assignments, upon submission shall undergo preliminary assessment. The firm shall arrange a feedback call from the consultant concerned which shall be a candid interaction, the feedback report whereof shall be annexed along with the assignments, preliminary assessment and/or conduct report, and shall be sent for vetting and detailed call interaction with the Managing Head for confirmation/approval of candidature of the interns, and likewise at regular intervals thereafter. The interns shall be expected to keep the self-assessment sheet provided, filled and updated, for better co-relation and comprehension.

How shall the firm ensure timely and proper communication with the interns/candidates?

The firm has a dedicated coordinator and a supervisor who shall remain available on email, WhatsApp/Telegram mobile application and tele-call (official landline as well as mobile number) for coordination and assistance throughout the tenure of the programme. The interns are impressed upon to use email and WhatsApp/Telegram mobile application for regular interaction, unless otherwise stated or instructed, and sincerely avoid tele-calls, unless the situation demands otherwise.



Whether candidature of an intern can be terminated before the start of the internship programme, or at any time before the issuance of a certificate upon successful completion thereof?

The firm reserves the right to terminate the candidature of an intern before the start of the internship programme, or at any time before the issuance of a certificate upon successful completion thereof, since the engagement remains purely at the pleasure of the firm. However, the principles of nature justice shall be followed, and decision along with necessary reasons shall be informed of, at the time of effecting such termination but in a summary manner, unless otherwise warranted. The decision shall be final and binding without any provision for review or other recourse. The usual grounds upon which termination had been effected in the past are disrespectful demeanour, absenteeism, insincerity and non-dedication, perfunctory work, duplicity and plagiarism, groupism, breach of confidentiality and privileges, non-compliance to instructions, and others.

What shall be the contours of professional engagement of an intern with the firm?

The firm does not consider the interns as an addition to its workforce, but as a part and parcel of its regular work and expects the interns to remain available full-time in regular attendance. Although the programme is voluntary in nature without any applicable fees, in consideration of investment of firm's resources, no withdrawal from allotted month of internship programme shall generally be allowed. However, in case of bonafide difficulties rendering impossibility to continue, the intern concerned shall be required to seek formal withdrawal from the programme by addressing such request with reason(s) to the firm, but in case of desertion, the firm shall blacklist the candidate concerned and in case of desertion of two or more candidates from a particular law school/university, no candidate belonging to such institution shall be entertained in that particular financial year. In appropriate cases as may be determined, communication may also be made to the concerned law school/university regarding the same.



Chapter 3

Completion and Reporting

One must take a stand for the right. If you can do it once, you will do it again.



What shall an intern receive at the end of completion of internship programme?

The intern shall find himself/herself in a better position in terms of learning and experience, and since the engagement of an intern remains primarily a training in essence in virtual mode, no stipend in monetary terms is paid to any intern. However, the interns are provided with a certificate in hard copy along with true scanned coloured copy thereof, besides work assessment report for self-evaluation and co-relation, post successful completion of the full period of internship, and not otherwise i.e. no certificate shall be issued to an intern who leaves the programme at any time before the end of the tenure specified, or in case of termination of candidature by the firm. Letter of Recommendation or Feedback Form/Assessment Report may be issued on case to case basis at the discretion of the firm, upon specific request made with reason(s) provided by an intern after successful completion of his/her internship, for academic or professional bonafide purposes.

Whether an intern is allowed to simultaneously undergo another internship?

The intern shall have to furnish an undertaking that he/she shall not undergo another internship simultaneously while participating in the firm's internship programme, and in case of breach of the same, the certificate if stood issued, shall be considered as null and void as having been obtained by fraud.

Whether an intern shall be entitled to a placement in the firm upon successful completion of the internship programme?

The successful completion of the internship programme does not entitle to any placement offers in the firm in any manner.

Do interns have to comply with certain procedural formalities and instructions post completion of the internship programme?

The interns have to mandatorily comply with certain procedural formalities and instructions post completion of internship programme on good faith basis.



For any further clarification or assistance in this regard, you may contact the firm
by sending an email being addressed to the following official:

The Coordinator, Recruitment & Programme Affairs Division, Black Robes Legal
careers@blackrobeslegal.com

