No. PB/21/06/2025-JA
केन्द्रीय प्रशासनिक अधिकरण
CENTRAL ADMINISTRATIVE TRIBUNAL
प्रधान न्यायपीठ
PRINCIPAL BENCH

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INTERNSHIP GUIDELINES

The Central Administrative Tribunal (CAT) offers an internship program for law students with the objective of providing them with practical experience in administrative law and judicial processes, while fostering a deeper understanding of the functioning of a quasi-judicial body. Interns will have the opportunity to learn the provisions of the Administrative Tribunals Act, 1985, as well as CAT (Procedure) Rules and CAT (Practice) Rules, and observe the filing, listing, and maintenance of judicial records. The internship aims to offer hands-on exposure to legal processes, case study, and court proceedings, while also ensuring professional development in the legal domain. These Internship Guidelines shall be applicable to all Benches of the Central Administrative Tribunal (CAT), including the Principal Bench and all outlying Benches, unless specifically provided otherwise.

2. Eligibility:

Law students enrolled in recognized Law Colleges/Universities may apply for the internship program. Applications should be submitted through Online Internship Application Portal in website of CAT.

3. Time Window for Application Submission:

Internship applications will be accepted from 1st to 15th day of the preceding month of the intended internship month; e.g. for the month of July, internship applications can be submitted during the period from 1st to 15th of June.

4. Limit on Interns:

A maximum of Ten (10) students will be permitted for internship at CAT, Principal Bench, at a time. Outlying Benches may permit up to Five (5) interns per month, or such number as may be decided based on administrative feasibility and workload. After filling up of prescribed slots for a month internship applications will not be considered for that particular month unless specifically permitted by the Competent Authority.

5. Procedure for Application:

- **Step 1:** Interested students will be required to visit official website of CAT (https://cgat.gov.in/) and click on Internship tab.
- **Step 2:** On selecting the intended month and name of the Bench, number of available slots and number of applications received for the intended month will be displayed.
- **Step 3:** Students will be able to proceed further to fill up the details such as personal details (name, DoB, etc.), educational details and requisite documents such as recommendation letter, college ID etc by clicking on the apply button.
- **Step 4:** Students would also be required to write a 'Statement of Purpose' in about 200 words broadly covering a brief introduction of the topic and objectives of the study that they wish to pursue during the internship period.
- **Step 5:** After filling up and submitting the application, an acknowledgement or reference number for future correspondence and record purposes will be generated.

6. Procedure of Selection:

- The applications received during the prescribed timeline would be considered for scrutinizing and shortlisting.
- The applications of shortlisted candidates which are found to be in order would be placed before the Competent Authority for necessary approval.
- Thereafter, the approval will be conveyed to the students to undertake the internship at CAT in their E-mail ID by 25th of the preceding month of intended internship month.

7. Reporting/Introduction for Internship:

- The Students who have been granted permission for internship shall report on the first day of their internship in Judicial Administration Section where they would be required to mark their attendance on daily basis.
- On the first day, all the interns will be briefed regarding their Internship curriculum and other necessary details.
- After the general briefing students will attend the designated section/court.
- Interns will be placed under the supervision of the Deputy Registrar (Judicial)/Designated Officer for internship. Interns shall complete their tasks under his/her guidance.

8. Duration of Internship:

- The duration of the internship shall be Four (4) weeks.
- There are summer vacations at the Central Administrative Tribunal (CAT), Principal Bench, during the month of June. Similarly, outlying Benches observe vacations as per their respective annual calendars, which are available on the official websites of the concerned Benches.
- During the vacation period, Vacation Benches function on limited working days, generally twice a week or as notified by the respective Bench.
- Interns undergoing internship during such periods shall have the opportunity to observe court proceedings on the days when the Vacation Bench is in session. However, exposure to regular court functioning and allied judicial work may be correspondingly limited during the vacation period.

9. Terms and Conditions:

b. Daily Attendance: Interns are required to mark their daily attendance with the Section Officer (Judicial Administration)/Designated Officer of the concerned Bench.

c. Work Association: Students will be provided an Internship Curriculum, which will contain the date-wise schedule for the complete month for the students so as to provide them clarity regarding in which section/ court they have to attend internship on each day. Internship Curriculum shall be formulated by each Bench to ensure that every student receives wholesome exposure of functioning of CAT without hampering the functioning of Court.

d. Confidentiality & Integrity: Interns must maintain confidentiality regarding the work undertaken during the internship and uphold the integrity of the Tribunal.

e. No External Assignments: Interns are not permitted to take up any other work or internship with other organizations or lawyers during the term of their internship.

f. Non-Disclosure: Interns are prohibited from disclosing any information, documents, or materials related to their internship unless authorized in writing by the Section Officer/Court Officer or if compelled by law.

g. Workplace Decorum: Interns are expected to maintain dignity, discipline, and decorum at the workplace. Mobile phones are to be used minimally and should not be used during Court proceedings or while working.

h. Dress Code: Interns are required to adhere to a formal dress code at all times during their internship.

i. Non-Remunerative: The internship is unpaid, and interns must bear their own expenses for lodging, transport, and food.

j. Reporting and Punctuality: Interns are expected to be regular, punctual, and adhere to court timings i.e. 10:30 AM to 05:00 PM. They must report to the Deputy Registrar (Judicial)/designated officer of the Bench every day.

10. Completion and Certificate:

- Upon completion of the internship, the intern will be required to give a presentation on the experience and work/study done during the internship period and submit a report.
- The completion report will be reviewed, and upon successful evaluation, an Internship Certificate will be issued.

11. Discontinuation of Internship:

- Violation of any of the conditions outlined above will result in the immediate discontinuation of the internship, without prior notice or proceeding. In such cases, the intern will lose the right to receive a Certificate of Internship.

12. Use of Laptop:

- The law intern may bring his/her own laptop to the internship, provided it is used strictly for work-related tasks and in compliance with the confidentiality and integrity guidelines of the Tribunal. The use of personal devices should not interfere with the daily tasks or proceedings, and the intern must ensure that no sensitive or confidential information is accessed or stored without proper authorization.

Final Remarks

This Internship Scheme is designed to provide law students with the exposure necessary to understand the functioning of a quasi-judicial body like the Central Administrative Tribunal. Interns will gain valuable knowledge and practical insights into the workings of administrative law, case management, and judicial procedures, which will benefit their professional careers.