



INTERNSHIP POLICY

Contains basic guidelines for the Internship Opportunities at the Punjab Judicial Academy.



Objectives

- Providing a practical learning experience in a legal setting.
- Exposing interns to the functioning of the judicial Academy and its various responsibilities.
- Enhancing interns' understanding of legal procedures, research, and writing skills.
- Fostering a sense of responsibility, professionalism, and ethical conduct.
- Encouraging critical thinking, problem-solving, and decision-making skills.
- Offering opportunities for networking and building professional relationships.
- Providing feedback and guidance for continuous learning and development.
- Cultivating a culture of continuous learning, innovation, and improvement.

Key Learning Activities

At the Punjab Judicial Academy, we offer a diverse range of activities. Given the brief duration of internship, it's understandable that internees may not be able to explore everything. Therefore, each internee will have the opportunity to select a specialized area of interest from the following:

- Academic
- Research and Publication
- Distance Learning
- IT Department
- Library



Eligibility

- Should be a Law student, enrolled in 4th or 5th year of LL.B program.
- Practicing lawyers are not eligible for this program.
- Should be a permanent resident of province of Punjab.
- Achieved a minimum academic performance or GPA.
- Demonstrated an interest in the legal studies.
- Submit a complete and timely application at submit@pja.gov.pk along with the following documents:
 - (i) Documents of Qualification
 - (ii) Certificate of Enrollment from Dean/Principal of relevant Law College.
 - (iii) Domicile of Punjab
 - (iv) Character Certificate/Report duly verified by the relevant Police Station.
 - (v) Three (3) Passport size photographs with blue background.
 - (vi) Copy of National Identity Card (CNIC).
 - (vii) An affidavit affirming that applicant has no association with any political party, and is not involved in any criminal activity & is previously non-convict.

***Note:** Acceptance of Internship is subject to the verification of documents.*

Duration

The duration of an internship at the Punjab Judicial Academy (PJA) can vary depending on the program's design and objectives. However, some common durations include:

Internships	Duration of Internship is 12 weeks .
Quarterly Opening	(i) July to September (ii) October to December
Time Slots	(i) 10:00 a.m. – 01:00 p.m. (ii) 02:00 p.m. – 05:00 p.m.
Date of Submission of Forms	(i) For Summer Openings (July to September), submission of Forms will start on 1st of May till 31st of May , every year. (ii) For Winter Openings (October to December), submission of Internship Forms will start on 1st of August till 31st of August , every year.

Note: As a Special Case, this year, the internship program in the Punjab Judicial Academy will be started from 15th August, 2025 to 14th October, 2025. Hence, last date for submission of Internship Forms is fixed for 7th August, 2025.

Application Process

- Visit the PJA website or contact the relevant department to obtain information about the internship program, including eligibility criteria, application deadlines, and required documents.
- Prepare the necessary documents, such as a resume, transcript, letter of recommendation, and a cover letter explaining the applicant's interest in the internship program.
- Submit the application online or by mail, following the instructions provided by the PJA.
- Wait for the PJA to review the application and contact the applicant for an interview or further information.
- Attend the interview and answer any questions the PJA may have.
- Wait for the PJA to make a decision regarding the application and inform the applicant of the outcome.
- If selected, complete any additional paperwork or training required by the PJA before starting the internship.
- This process ensures that both the PJA and the intern have a clear understanding of the application requirements, expectations, and timeline.



Mentorship

To provide a productive and enriching experience, each intern is paired with an experienced staff member specializing in their chosen area, who serves as a mentor providing guidance and support throughout the internship. The mentor and intern collaboratively define specific goals, objectives, and expectations to ensure clarity and a productive learning experience. The mentor actively guides the intern, offering insights, answering questions, and providing constructive feedback through regular check-ins. Mentors encourage interns to participate in various learning experiences, such as attending meetings, observing official proceedings, or engaging in research projects. The PJA emphasizes creating a positive and inclusive work atmosphere, encouraging interns to share ideas, ask questions, and embrace challenges. Regular feedback is essential, acknowledging strengths and offering suggestions for improvement. Finally, mentors identify opportunities for professional growth, such as attending conferences or networking events, to foster the intern's development.

Evaluation Criteria

Throughout the internship, the mentor plays a crucial role in assessing the intern's progress and providing constructive feedback.

- A mid-term evaluation is conducted to gauge the intern's development and offer suggestions for improvement, ensuring they're on track to meet their goals.
- At the internship's conclusion, a final evaluation is performed, assessing the intern's overall performance and providing feedback to aid in their future growth.
- The mentor seeks feedback from the intern, allowing them to reflect on their experience and identify areas for enhancement.

Confidentiality

Confidentiality is an essential component of an internship program at the Punjab Judicial Academy (PJA). The confidentiality policy may involve:

- **Respecting confidentiality:** The intern should respect the confidentiality of all information, documents, and materials related to the PJA, its staff, and its clients.
- **Legal and ethical obligations:** The intern should comply with all legal and ethical obligations related to confidentiality, such as attorney-client privilege.

Confidentiality ensures that the PJA can maintain the trust and confidence of its clients, staff, and partners. It also protects sensitive information from unauthorized disclosure, ensuring the integrity and reputation of the PJA.

Stipend

The Punjab Judicial Academy offers no compensation to the interns.

Certificate

Subject to successful completion of the internship, the Academy will award certificate of experience, and certificate of appreciation, for outstanding performance.



Punjab Judicial Academy

📍 15-Fane Road, Lahore.

🌐 www.pja.gov.pk

✉ submit@pja.gov.pk | info@pja.gov.pk