

**GOVERNMENT OF TAMIL NADU
FINANCE (LEGAL CELL) DEPARTMENT
Secretariat, Chennai-9**

EMPLOYMENT NOTICE

Finance (Legal Cell) Department invites applications for Four Interns with Law Degree on Contract basis for a period of one year for the Integrated Legal Cell of Human Resources Management Department and Finance department with a stipend of Rs.20,000/- (Rupees Twenty thousand only) per month per intern.

Interested candidates may please refer to the Finance Department's Website <https://financedept.tn.gov.in> for the detailed Employment Notice.

The last date for receipt of application through Email Id is before 5.45 PM on 10.11.2024.

The physical copies of the applications will be summarily rejected.

No other mode of communication will be entertained in this regard.

Secretary to Government (Expenditure),
Finance (Legal Cell) Department.

Legal Internship Opportunity with Finance Department on temporary basis in the Integrated Legal Cell of Human Resources Management and Finance Department, Secretariat, Chennai-9.

The Government of Tamil Nadu vide G.O.(Rt).No.751, Finance (OP-II) Department, dated 15.10.2024 has provided engagement of Four Interns with Law Degree on Contract basis for a period of one year for the Integrated Legal Cell of Human Resources Management Department and Finance Department with a stipend of Rs.20,000/- (Rupees Twenty thousand only) per month per intern to monitor all High Risk Litigations. The said engagement is purely on contract basis (Purely Temporary).

Qualification of interns	Stipend per month (INR)
Law graduates who have completed 3 years LLB course/ 5 years integrated LLB course, within a period of 1 year of having passed the final exam as on the date of applying for internship.	Rs.20,000/-

Interested candidates are requested to fill out the respective application form where they will upload their CV and their statement of purpose to work with Integrated Legal Cell of Human Resources Management Department and Finance Department. Applications will be scrutinized through a selection committee for the award of the internship. The selected candidates should bring their original documents at the time joining. The scanned copy of the application may be forwarded to tnfinance.legalcell@gmail.com

Contact Details:

The Secretary to Government (Expenditure),
Finance (Legal Cell) Department,
Secretariat,
Chennai - 600 009.
044 - 2567 3305.

APPLICATION FORM

(Please fill in BLOCK Letter only)

Advertisement No.& Date:.....

Application for the Post of:.....

Affix self-
Attested
Photograph

Personal Details:

Name in CAPITAL LETTERS		
Surname	First name	Middle name

Father's / Mother's Name	Spouse's Name

Nationally	State of Domicile	Gender		
		M	F	Transgender

Date of Birth (DD/MM/YYYY)			Age(as on 01.10.2024)		
			Yrs	Months	Days

Local Address/Address for communication					Permanent Address									
PIN					PIN									
Tel.No/Mobile No:														
E-mail:														
Home Town														

Details of Educational Qualification (Self attested certificate copies to be enclosed):

List of self –attested documents to be attached along with the application form:-

Qualification	College/University/ Institution	Name of the Degree	Duration of Degree	Year of Passing	% of Marks/ CGPA
Matriculation(10 th STD)					
Higher Secondary (+2)					
UG					
Other Qualification					

- i. Date of Birth Proof: Copy of Birth Certificate or 10th Certificate
- ii. Copy of proof of Educational Qualification
- iii. Other relevant Certificates(if any)

Declaration:

I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification for the post, my candidature will be rejected ab-initio. If any shortcoming(s) is / are detected even after engagement, my services may be terminated. I am also aware that all correspondence to the candidate will be only through email ID provided by me.

Place:

(Signature)

Date:

NAME IN BLOCK LETTERS

**TERMS & CONDITIONS FOR THE POST OF INTERNS, INTEGRATED
LEGAL CELL OF HUMAN RESOURCES MANAGEMENT DEPARTMENT AND
FINANCE DEPARTMENT**

1. The interns shall be proficient in Tamil Language;
2. The candidates who intend to pursue Post Graduate Degree in Law or any other Degree or programme, employment or practice, requiring their compulsory attendance elsewhere are not eligible to be engaged as Interns;
3. The Internship shall be conducted once in an year;
4. The period of Internship shall be for twelve calendar months from the date of joining of Interns in the Integrated Legal Cell of Human Resources Management Department and Finance Department.
5. Interns shall be available in the Integrated Legal Cell of Human Resources Management Department and Finance Department during the working hours and to sign the daily attendance register;
6. Interns may be assigned with any responsibility or work relating to study, research or other work including the following key areas of the Integrated Legal Cell of Human Resources Management Department and Finance Department for research:-
 - (a) To monitor status of pending Court cases in integrated Court Case Monitoring System (ICCMS) portal and to find out High Risk Litigations also to render all necessary assistance in filing Counter Affidavits Court Cases including liaison with Law Officers.
 - (b) Supporting in Scrutiny of draft affidavits and other petitions to be filed before the judicial forums.
 - (c) Any other work allotted by the reporting officer from time to time.
7. Interns shall be required to present a report upon the completion of

their internship which shall be evaluated by the Integrated Legal Cell of Human Resources Management Department and Finance Department.

8. A Certificate will be awarded to interns upon satisfactory completion of the internship;
9. The interns will be paid a stipend of Rs.20,000/- per month.
10. Interns shall be required to furnish a Declaration of Secrecy prior to the commencement of the internship. They shall have no access to any of the files or papers either in hard copy or electronic form which are reserved as secret and confidential.
11. Interns shall employ himself/herself efficiently and diligently to the best of his ability. He / She shall devote his whole time to the duties of the service and will not (except in case of accident or sickness certified by competent medical authority) absent himself/herself from his said duties without having obtained prior permission from the concerned officer.
12. Interns are not eligible for any kind of leave other than 12 days casual leave for one year. He / She shall not be paid for the leave period, if any, other than said casual leave.
13. Interns shall not at any time during the employment under this agreement directly or indirectly engage in any other employment.
14. Interns shall not have any claim for regularization of his service in the post of Interns and he/she shall not be entitled to any pension, gratuity or bonus etc., on expiry of the said period or his termination, by virtue of this appointment.
15. Interns shall not acquire any preferential right of claim in any future appointment in Government, only because of this appointment.
16. Interns shall give one month notice, if he/she wants to quit from the internship any reason.
17. Though the Internship period is for a period of one year, it can be terminated by the Government at any time after giving two weeks' notice without assigning any reasons therefor.