



Gujarat International Maritime Arbitration Centre, GIFT City, Gandhinagar, Gujarat (India)

CALL FOR INTERNS

1. PURPOSE:

An internship is an opportunity for an individual to secure first hand and practical work experience of the working of an Arbitration Centre. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. Gujarat International Maritime Arbitration Centre (GIMAC), a centre of Gujarat Maritime University (GMU), the prime objective of the University is to be a global center of excellence in maritime education, research and development, professional training and it aims to enhance and increase the human capital and capacity of maritime industry both in India and across the globe. The aspiration is to serve the global maritime community by producing educated and well-trained professionals in the maritime domain.

Gujarat International Maritime Arbitration Centre (GIMAC) stands as a specialized Alternative Dispute Resolution (ADR) hub, developed by the Gujarat Maritime University and located in the vibrant Gujarat International Finance Tec (GIFT) City. GIMAC's primary objective revolves around facilitating and ensuring the effective resolution of disputes with specialization in the maritime and shipping sectors. Our aim is to utilize the power of demand and supply effectively, reducing dependence on foreign arbitration centres. GIMAC aspires to stand shoulder to shoulder with globally esteemed maritime arbitration institutions. The mission of GIMAC is not only to establish global standards for ADR services in India but also to promote the nation as a prime choice for dispute resolution services specifically in maritime and logistics. Gujarat International Maritime Arbitration Centre (GIMAC) has decided to notify these "Internship Guidelines", to provide a framework for engagement of Interns for a period of 6 months.

2. ELIGIBILITY:

- i Must be a Law graduate from a recognized university.
OR
- ii Law student pursuing 5 year law course from a recognized university and are in their 4th/5th year.
OR
- iii Law student pursuing 3 year law course from a recognized university and are in their 3rd year.

Applicants having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

3. RESPONSIBILITIES:

The Applicant may be asked to undertake tasks that will involve assisting with research projects or initiatives in public engagement. While the centre shall attempt to account for the interests expressed by the interns, the centre reserves the right to allocate tasks as it deems fit as per its requirements. All members of the centre undertake administrative duties and therefore interns will also be expected to assist in administrative matters. The present is a physical/offline internship and the Interns will be required to observe the working hours of the centre and work by reporting on time to the office.

4. DURATION OF INTERNSHIP:

The internship will be for a period of 6 months. The internship may be extendable depending on the performance of the applicant and subject to the requirements of the Gujarat International Maritime Arbitration Centre. The area of Internship is as follows:-

Area for Internship	Slots
Arbitration & other Alternate Dispute Resolution methods	1

5. HOW TO APPLY:

Application Process: Interested applicants must send the following information to info@gimac.in with Cc to rajath@gimac.in & shreya@gimac.in on or before **28th June 2024**—

- i. Curriculum Vitae
- ii. Cover Letter indicating the programme enrolled in, current year of study, name of the university and the exact dates of the internship
- iii. Statement of Purpose of not more than 500 words explaining their interest in interning with GIMAC.

We shall endeavour to inform selected candidates at least 1 week before the commencement of the internship. Only successful applicants will be contacted and if you do not hear from us within 30 days of submitting your application, please assume that your application has not been successful.

6. SELECTION:

- i. Shortlisted Applicants will be called for an online interview and final selection will be made after the online interview.
- ii. For the selection of interns, a personal Interview, may be conducted, if deemed necessary. No TA/DA shall be paid to candidates for attending the personal interview.
- iii. Selected candidates will be informed.

7. CODE OF CONDUCT:

The Intern appointed by GIMAC shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- i. The Intern shall follow the rules and regulations, which are in general applicable to employees of the Centre.
- ii. The Intern shall follow the confidentiality protocol of the Centre and shall not reveal to any person or organization confidential information relating to the Centre.
- iii. The Intern shall not claim any intellectual property right, of work done at the Centre and has to strictly maintain the confidentiality of Centre's intellectual property. Any violation/infringement will be viewed adversely against the Intern as well as the institution to which he/she belongs and may invite appropriate action.
- iv. The students and the Sponsoring Institution concerned shall have no claim whatsoever on the results of any project work done in course of internship. The Centre retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of internship.
- v. Interns may, with the prior permission of the Centre, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the Centre cannot be revealed under any circumstances.
- vi. Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of the Centre.
- vii. Interns will follow the advice given to them by the Centre regarding representations to third parties.
- viii. In general, an Intern may not interact with or represent the Centre vis- à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Centre depending on the nature of their roles and responsibilities.
- ix. No Intern shall interact with or represent the Centre to the media (print and electronic).
- x. Interns will conduct themselves professionally in their relationship with the Centre and the public in general.
- xi. Interns are required report to the Centre in person and shall remain in office from 10.30 am to 06.00 pm, unless otherwise permitted by their Supervisor/Mentor through email.
- xii. In the event of unsatisfactory performance, the concerned Intern may be advised by the Centre to discontinue the internship, before the completion of the term of internship.

8. PLACEMENT:

- i. Every batch of Interns or individual Interns, as the case may be, will have a Supervisor/Mentor from the Centre.
- ii. The internship is neither an employment nor an assurance of an employment with the Centre.

9. SUBMISSION OF REPORT/PAPER:

- i. Work plans and work schedules shall be developed by Supervisor/Mentor and the interns shall invariably adhere to the same.
- ii. The Interns will be required to submit a Report on the work undertaken at the end of the internship to the Centre.
- iii. The internship report prepared for the Sponsoring Institution in which the Intern is enrolled and for the Centre is required to be identical in all respects.

10. REMUNERATION:

Interns will be paid a stipend of Rs.10,000 per month (Rupees Ten Thousand Only), subject to satisfactory performance, duly certified by his/her Supervisor/Mentor.

11. CERTIFICATE OF INTERNSHIP:

Certificates will be issued by the Centre to the Interns on the completion of internship and submission of Report duly countersigned and accepted by the Competent Authority.

12. TERMINATION:

- i. The Centre may disengage an Intern if the Centre is of the view that the services of the Intern are no more required.
- ii. The Centre may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- iii. If the Intern decides to disengage from the Centre, he/she should provide 2 weeks' prior notice.
- iv. Up on termination, the Intern must hand over to the Centre, any papers, equipment's or other assets which might have been given to the Intern by the Centre in course of his/her internship with the Centre.
