

No. 24012/21/2013-Estt(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi, 30th August, 2013

Subject: DoPT Internship Scheme, 2013

Department of Personnel and Training, Government of India has decided to initiate an Internship Scheme from 1st September 2013. This Scheme seeks to engage Indian Nationals, who are Graduate /Post Graduate or Research Students enrolled in reputed University/ Institution within India or abroad and preferably specializing in HR and associated subjects in Public Policy and Public Administration, as "Interns". These "interns" shall be attached within the Department and would be expected to supplement the process of analysis within the Department through desirable empirical collection and collation of in-house and other information. For the "Interns" the exposure to the functioning of the Indian Government may be an add-on in furthering their own career goals in the NPO Sector or International Organizations.

2. Through this circular, applications are invited for up to ten slots of "interns" within the Department of Personnel and Training for the Financial Year 2013-14.

3. The Terms and Conditions along with the eligibility criteria for the applicants to the Scheme are as under:

3. The Scheme

3.1 Name of the Scheme: The DoPT Internship Scheme, 2013

3.2 The Scheme: To allow short term attachment of "eligible persons" with the different Wings of the Department of Personnel and Training, Government of India as 'Interns' on the basis of an online application system and sorted on defined "eligibility" and "suitability" criteria by a "Screening Committee" constituted for the purpose by Secretary, DoPT.

3.3 Objectives of the Scheme: The Scheme has the following stated objectives:

a. To allow young academic talent to be associated with the Departmental work for mutual benefit.

b. The "Interns" may benefit by getting an exposure to the Government functioning and the Policy issues in Human Resource Management in Government of India and contribute to the

Policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers etc.

c. Department may benefit from the additional resources in the form of young talents and their outputs which will add to its policy formulation base.

3.4 Eligible Persons: Following persons are eligible to apply for the scheme:

a. The applicant should be a citizen of India.

b. The applicant should be a Graduate /Post Graduate or Research Student enrolled in reputed University/ Institution within India or abroad and preferably specializing in HR and associated subjects in Public Policy.

3.5 Duration of Internship: The period of Internship shall be for a minimum period of 2 months but shall not exceed six months in individual cases.

3.6 No. of Interns: A maximum of ten Interns may be hired at any given time by the Department on a token remuneration basis. Department may also hire equal number of unpaid interns especially during the summer vacation months of the Universities when the supply side may be very strong if it may be justified on the basis of value of such engagement for the department.

3.7 Remuneration for the Interns: Interns may be given a stipend of Rs. 10,000 p.m necessary to meet the conveyance and other daily needs of the Interns. It is neither a job nor a promise for job in the future.

3.8 Application and Selection: DoPT shall develop an online application and sorting of candidates on Objective Eligibility criteria. Application may be made online at all times. In case of vacancy arising during a particular month all the available on-line applications till the last day of the month during which the vacancy(s) arise(s) shall be considered and sorted on the basis of the eligibility criteria which shall be fixed at the beginning of each Financial Year. NIC shall in consultation with the Department generate the eligibility list by 10th of the following month in which vacancy(s) arise. The final selection shall be made by a Standing Committee constituted for the purpose by the Secretary, DoPT by 15th of the Month. All necessary administrative and financial approvals shall be obtained by the administrative section of the DoPT and issue communication to the selected interns to join within seven days.

3.9 Logistics and Support: Interns will be required to have their own laptops. Department shall provide them working space, internet facility and other necessities as deemed fit by the Wing heads.

3.10 Expected Outcomes: The Interns shall prepare the outline of the expected outcome in discussion with the Director and the Joint Secretary and submit to the Wing the project

plan along with the time lines. The first month stipend shall be released subject to this submission. After completion, the Intern shall submit the project both in a hard copy and a soft copy to the concerned Joint Secretary of the Wing. Where it may be desirable to have a wider consultation on the report the same may be presented in the SOM or a meeting organized for the purpose. A Certificate shall be given by the Department to the Interns after they have completed their tenure and submitted their project Report. The project Reports shall be placed on the DoPT website as well.

3.11 Responsibility of the Wing Heads: The Interns shall be attached to Division heads who shall ensure timely initiation of the work plan and final submission of the Project Report. Important issues arising out of such issues and policy suggestions based on it may be presented to the Secretary(P) on a quarterly basis.


3.12. Annual Report: The Administration wing may compile an annual Report on the Projects completed during the year and policy suggestions emanating from it.

3.13 Scheme Review: The Scheme in its present form is proposed for two years. A Review of the Scheme may be undertaken after one year and necessary changes may be made.

NB: . As the development of a suitable software by the NIC (as indicated above) may take some time to be in place, the Competent Authority has allowed relaxation for one year from the "online application process" (as envisaged in the Scheme) and start the scheme through applications in hard copy which shall be placed on the departmental website for easy access to the prospective applicants.

4. While the application and selection process shall be as per Para 3.8 above, the first set of applications received up to 15th of September, 2013 shall be considered for selection by the "Screening Committee".

5. For the Financial Year 2013-14 applications in the enclosed Performa may be sent by the interested candidates by post or by hand to Director, Administration, DoPT; Room No.5A ,North Block, New Delhi.


(Sanjiv Shankar) 30.08.2013
Director

Copy to :

- (i) PS to MoS(PP)/Secretary(P)
- (ii) PS to AS&SV, EO&AS, AS&FA
- (iii) PS to JS(E), JS(AT&A), JS(Trg.), JS(S&V)I, JS(S&V)II
- (iv) All Directors and Deputy Secretaries in DoPT
- (v) NIC for uploading it on the DoPT website, also on the intra-MOP

PROFORMA OF APPLICATION FOR DoPT INTERNSHIP SCHEME, 2013

Name :

Address for correspondence :
(With contact no.)

E-mail address :

Date of Birth :

Nationality :

Educational Qualification :
(Starting from 10th onward)

Sl. No.	Name of Board/ University/Institute	Examination Passed	Year of Passing	Division Obtained With Percentage	Subjects

Course presently pursuing, the University/Institute and its duration :
(Letter from the present institution Indicating his/her status to be enclosed)

Period for which internship applied :
(2-6 Months only)

Areas of interest in which Internship is required (Indicate 3 options out of the list* on Page 2); give a preliminary outline of the proposed project in 200 words max. :

Why do you want to join this Internship in the chosen area :
(In brief not exceeding 50 words)

Two recommendations (not exceeding 500 Words each) from Professor/Guide/ Employer/Peer :

Undertaking:

I _____ Son/Daughter of Shri _____
Age _____ resident of _____ hereby
declare that the information given above and in the enclosed documents is true to the best of
my knowledge and belief and nothing has been concealed therein. I am well aware of the
fact that if the information given by me is proved false/not true, I will have to face the
punishment as per the law. Also, all the benefits availed by me shall be summarily
withdrawn.

Date:

(Signature)

**N.B: Application should be filled by typing in the above Performa
only; no other format will be accepted. Application filled by hand will not be
accepted.**

*** List of topics assigned for the Interns for the year 2013-14.**

- (a) Analysis of cases disposed of by Central Administrative Tribunal;
- (b) Collection of Data on Reservation from Ministries and its analysis;
- (c) Issues relating to Anti-Corruption Law;
- (d) Issues relating to punishment of Government employees for unethical behavior;
- (e) Exit policies for inefficient public servants;
- (f) Best HR practices;
- (g) Service Conditions;
- (h) Expectations of Persons with Disabilities (PwD) employees;
- (i) Impact evaluation of Mid-Career Training Programme (MCTP) of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS); and
- (j) Revising methodology of training programme.