

**F.No. M-11015/143/2018-CB**  
Government of India  
Ministry of Panchayati Raj

Sardar Patel Bhawan, New Delhi,  
Date: 5<sup>th</sup> September, 2018

**Subject: Ministry of Panchayati Raj (MoPR) Internship Program.**

The Internship Scheme of Ministry of Panchayati Raj seeks to engage students pursuing Under Graduate/Graduate/Post Graduate Degrees or Research Scholars enrolled in recognized University/Institution within India or abroad, as "Interns". They will form a part of the NPMU approved as part of RGSA, as a part of the provision for hiring of consultants. These Interns will work in different program Divisions of MoPR under RGSA and are expected to conduct the work relating to different thematic interventions under the RGSA scheme through evidence based approach and filter the information. This will offer an opportunity to the "Interns" to get the exposure of the functioning of the Indian Government and would be a value addition in their professional profiles. On the other hand, the Ministry will have the benefit of young enthusiastic professionals with new ideas, through whom works such as desk based research and compilation of information etc can be carried out.

**2. The Internship Program**

**2.1 Name of the Scheme:** Internship Program as a part of Scheme of RGSA

**2.2 Purpose:** To allow short term exposure of "selected candidates" with the different Programme Divisions of MoPR, Government of India as "Interns". A list of domains/areas for which Internship is invited is enclosed as Annexure "A".

**2.3 Objectives of the Program:** The Internship Program has the following objectives:

- a. To allow young academic talent to be associated with the MoPR's work for mutual benefit.
- b. The "Interns" shall have an opportunity to know about the Government functioning and the policies relating to the governance at the local level particularly in the rural social and economic sectors in Government of India. They will have to provide the inputs for preparing the briefs and analysis, based on the empirical evidence.

**2.4 Internship:**

- (i) Internship shall be available throughout the year based on the requirements of MoPR.

- (ii) **Eligibility:** The applicants pursuing Graduation/Post Graduation/Research courses from any recognized University/Institution within India or abroad are eligible to apply for the internship.
- (iii) **Period:** The period of Internship shall be at least four weeks but not exceeding three months. Interns not completing the requisite period will not be issued any certificate.
- (iv) **Experience Certificate:** A certificate regarding successful completion of Internship shall be issued by the Head of the concerned Program Division in the enclosed format at Annexure "B".

2.5 **Logistics & Support:** Interns will be required to have their own laptops. MoPR shall provide them working space, internet facility and other necessities required for their domain of work. An amount of Rs. 5000/- to Rs.10,000 per month will be provided as stipend, depending on their qualifications.

#### 2.6 **Procedure for Applicants:**

- (i) Interested applicants may apply **online only** in the address link to be indicated in the website of MoPR during 1<sup>st</sup> to 10<sup>th</sup> of every month for internship likely to commence from the following month.
- (ii) Interns must also clearly indicate the area of interest.
- (iii) A candidate can apply for internship only once during a financial year. The application will be valid for consideration for the entirety of the financial year in which the application is made.
- (iv) At the time of joining on selection, applicants shall be required to produce a letter from their Supervisor/ Head of Department/ Principal, indicating their status in the Institution and "No Objection" certificate for allowing their student to undergo Internship programme for the period for which he or she is selected.

#### 2.7 **Procedure for Selection and Other Modalities of the Internship Program:**

- (i) All the applications received online will be forwarded to the concerned Heads of Programme Divisions in MoPR for further scrutiny and selection. The concerned Heads may take into account the applications for the current financial year while selecting suitable interns.
- (ii) The Heads of Programme Divisions can take a maximum of 5 (Five) interns for Internship at a time. This number may be relaxed beyond 5 (Five) with the permission of Secretary, MoPR. After selection of the candidates, the concerned Division will send the offer of internship directly to the selected candidate under

intimation to the Administration. The decision of the Head of Division regarding the suitability of a candidate as intern shall be final and binding.

- (iii) Depending upon the number of applications received against a particular domain/area, MoPR reserves the right to fix the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.
  - (iv) The concerned Heads of Programme Divisions shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the intern is satisfactorily completed. Interns shall be required to submit a brief report/ paper at the end of their assignment to the Heads of the concerned Programme Divisions about their learning experience.
  - (v) Seminars/presentation can be conducted by the concerned Heads of particular Programme Divisions for their interns.
  - (vi) In case the interns are required to go on field visits / tour, Travelling Expenses etc will be payable to them.
  - (vii) The attendance record and the details of work supervision shall be maintained by the Heads of the Programme Divisions.
  - (viii) It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Advisers/Head of Divisions only.
- 2.8 **Internship Program Review:** Ministry of Panchayati Raj reserves the right to review the Internship Program at any time. The Program so reviewed will be placed on the website of Ministry of Panchayati Raj.
- 2.9 **Relaxation:** Secretary, Ministry of Panchayati Raj will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.
3. The proposal has been concurred by IFD vide Dairy No. 36/IFD/MoPR-2018-19 dated 04.09.2018 .
4. This issues with the approval of Secretary Panchayati Raj.

**(Sanjay Kumar Upadhyay)**  
**Under Secretary to the Government of India**

**Suggested Domains / Areas for Internship**

- Governance issues in Part IX areas specified in the Constitution
- Policy research relating to PRIs
- Legal issues relating to PRIs
- Fiscal Devolution
- Implementation of Panchayat (Extension to the Scheduled Areas) Act, 1996 (PESA) in Schedule V areas.
- Local Bodies in Schedule VI areas
- Fourteenth Finance Commission awards
- Capacity Building & Training for elected representatives and functionaries of PRIs
- Rural poverty, backwardness
- Strengthening PRIs
- Gram Panchayat Development Planning(GPDP)
- Devolution of powers to the local bodies
- Promotion of e-governance and technology based solutions for the improvement of governance in PRIs
- Achievement of Sustainable Development goals by Panchayats
- Own Source Revenue by Local Panchayats
- Economic Development /income enhancement for GPs/GP clusters
- IEC and Media related Activities

The above list is suggestive and other relevant areas may also be considered with the approval of Additional Secretary / Special Secretary, MoPR.

**FORMAT OF INTERNSHIP COMPLETION CERTIFICATE**

(To be given on Letter Head)

Dated: the \_\_\_\_\_, 2018

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that <Mr./Mrs.> \_\_\_\_\_ a student of <University/Institution> has successfully completed his/her Internship with MoPR, Government of India from \_\_\_\_\_ to \_\_\_\_\_. During the period of Internship he/she worked under \_\_\_\_\_ in the following areas:-

(i)

(ii)

2. <He/She> has shown special flair for \_\_\_\_\_ and <his/her> performance in preparation of the report has been rated as \_\_\_\_\_.

3. During the period of <his/her> internship programme <he/she> was punctual and hard working.

4. I wish <him/her> every success in <his/her> life and career.

Signature  
Head of Programme Division