

Subject: - Scheme for Internship for UG/PG/Research Students.

I. Objective:

- i. To familiarize interested and willing Post Graduate students/Research Fellows with the overall process of planning of effective delivery of the Schemes of the Department of Social Justice and Empowerment (D/o SJ&E), and to be involved in the planning and execution process of the programme divisions of the D/o SJ&E.
- ii. The internship is neither an appointment in the Department nor any assurance for prospective employment in the Department of Social Justice & Empowerment or any of the attached/subordinate offices or autonomous organizations.

II. Applicability:

- i. Only Indian Nationals will be eligible to apply.
- ii. Internship is available to Under Graduate/Post Graduate students and Research scholars pursuing Sociology, Anthropology, Political Science, Public Administration, Law, Education and allied/humanities fields who are interested in an exposure/familiarization with Policy making and programme implementation in the Department of Social Justice and Empowerment.
- iii. The duration of internship will be a maximum of six months.
- iv. A stipend of Rs. 10,000/- per month will be given to the selected Intern and will be payable at the end of the period of internship on submission of Report. No other expenses like travel costs etc. will be reimbursed.
- v. The number of slots for internship programme in this Department depends on the requirement in various schemes under various sections/bureaus/divisions of this Department.
- vi. The candidate who has already completed his/her internship under this programme, on his/her willingness for another tenure of internship and also based on his/her performance in previous tenure of internship, may be retained by the Department for another tenure of internship.

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III. Responsibilities of Divisions:

- i. Bureau Heads shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the intern is satisfactorily completed.
- ii. These interns will be assigned to the Programme Divisions based on suitability and aptitude of the selected interns.
- iii. An Interns Seminar will be held at the end of every quarter. The logistics of the Seminar will be the responsibility of JS (Admn). All interns, who are completing their internship in that month, shall compulsorily present their work on a topic of their choices. A panel of experts comprising senior officers of the Division concerned shall comment on the output of the intern.
- iv. The attendance record and the details of work supervision shall be the responsibility of the Bureau Heads concerned. An orientation of one day shall be conducted for the interns by Administration Division. The orientation shall include an introduction to the various Divisions of the Department of Social Justice & Empowerment and other practical information.

IV. Responsibility of the interns:

- i. Interns will be required to be punctual in attendance and attend office in appropriate attire.
- ii. Interns would be attached with different Divisions of the Programme Divisions keeping in view the areas of interest expressed by the candidates. The divisions with whom the intern is/are attached will prepare a specific project for the internship with pre-defined outputs.
- iii. Interns will be required to present a brief report/paper at the end of their assignment to the Bureau Heads of the concerned Division.
- iv. Certificates will be issued to the interns at the end of their internship.

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V. Procedure for Applications:

- i. Interested candidates pursuing studies in the above stated disciplines at various Universities and recognized Government Research Institutes may send their applications on plain paper along with their CVs indicating area of interest in response to an Advertisement/Circular issued by the Department.
- ii. Applications are required to produce a letter of recommendation from their Institution's Supervisor/Heads of Department/Principal.
- iii. Applicants may peruse the activities of the Department of Social Justice & Empowerment on web-site: www.socialjustice.nic.in and indicate three areas/sectors of their interest in which they would like to work.
- iv. The Establishment Section of this Department will carry out a preliminary short listing of applications received only in response to Advertisement /Circular for Internship issued by this Department according to the eligibility criteria laid down in the scheme and compile a list of eligible applicants along their CV and preferences and place before the designated Selection Committee.
- v. The designated Selection Committee constituted for the purpose will screen and recommend candidates for the internship.
- vi. Applications will be scrutinized and offer will be sent to the selected candidates subject to the availability of slots, and approval of the Competent Authority.