

No. E and P-19/11/2018-O/o Dy. Dir (E and P)  
Government of India  
Ministry of Development of North Eastern Region

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Vigyan Bhawan Annexe,  
Maulana Azad Road,  
New Delhi-110 011.  
Dated the 23<sup>rd</sup> May, 2018.

OFFICE MEMORANDUM

**Subject: Ministry of Development of North Eastern Region (DoNER) Internship Scheme.**

The Ministry of Development of North Eastern Region (DoNER) Internship Scheme seeks to engage students pursuing under graduate/graduate/post graduate degrees or research scholars enrolled in recognized Universities/ Institutions within India or abroad, as "interns". The scheme is focused on providing young students an exposure to various schemes and programmes being implemented by the Ministry of DoNER and other ministries for development of the North Eastern Region and be engaged in research work.

2. The internship will be on unpaid basis.
3. The Scheme:

**3.1 Name of the scheme :** Ministry of Development of North Eastern Region Internship Scheme.

**3.2 Purpose:** To allow short term exposure to "selected candidates" with different Wings of the Ministry as "interns". A list of areas for which internship is being invited is enclosed as **Annexure A**.

**3.2 Objectives of the scheme:** Main objectives of the scheme are:

- (i) to allow young academic talent to be associated with the work of Ministry of Development of North Eastern region for mutual benefit.

(ii) to provide an opportunity to interns to know about the Government functioning and various schemes/ programmes being run by the Government of India and the State Governments towards development of the North Eastern Region.

iii) **Presentation:** Interns shall be required to submit a brief report/ paper and to give a presentation at the end of the internship programme to the Heads of the concerned Divisions about their learning experience.

### 3.3 Internship:

- i) **Eligibility:** The applicant should be pursuing graduation/ post-graduation/ research from any recognized University/ Institution within India or abroad.
- ii) **Period:** The period of internship shall be at least four weeks but not exceeding two months. **Experience Certificate:** A certificate regarding successful completion of internship shall be issued by the Joint Secretary of the concerned Wing in the enclosed format at **Annexure B**. However, the interns will be required to make a presentation at the end of the Internship Programme.
- iii) All the presentations will be made before all Wing Heads in the Ministry. Thereafter, top three presentations will be made before Secretary, DoNER.
- iv) **Non – issue of Internship Certificate:** Interns not completing the requisite period and satisfactorily complete the task assigned as per para 3.6 (iv), will not be issued any certificate of internship.

**3.4 Logistics & Support:** Interns will be required to bring their own laptops. Ministry shall provide them working space, internet facility and other necessities as deemed fit by the concerned Wing heads.

### 3.5 Procedure for applicants:

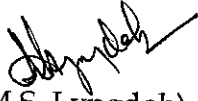
- i) Interested applicants may apply at email: [internship-doner@gov.in](mailto:internship-doner@gov.in) by 4<sup>th</sup> June, 2018.
- ii) Interns must also clearly indicate the area of interest.
- iii) At the time of joining on selection, applicants shall be required to produce a letter from their Supervisors/Heads of Departments/Principals, indicating their status in the Institution and a "No Objection" for pursuing internship for the period for which they have been selected.

### 3.6 Procedure for selection and other modalities of the Scheme:

- i) All the applications received online will be forwarded to the concerned Wing Heads in the Ministry for further scrutiny and selection.
- ii) The Wing Heads can take a maximum of 3(three) interns at a time. This number may be relaxed beyond 3 (three) with the permission of Secretary, DoNER. After selection of the candidates, the concerned Wing will send the offer of internship directly to the selected candidates under intimation to the Administration Division. The decision of the Wing Heads regarding the suitability of a candidate as intern shall be final and binding.
- iii) Depending upon the number of applications received against a particular area, Ministry of DoNER reserves the right to fix up 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 Wing Heads 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 and to give a presentation at the end of the internship programme to the Heads of the concerned Wings about their learning experience.
- v) The attendance record and the details of work supervision shall be maintained by the Wing Heads.
- vi) Conduct of the interns and their access to data shall be the sole responsibility of the concerned Wing Head only.

**3.7 Scheme Review:** Ministry of DoNER reserves the right to review the scheme at any time. The scheme so reviewed will be placed on the website of the Ministry.

**3.8 Relaxation:** Secretary, DoNER will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

  
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Tel. 23022023

**Broad areas available for internship**

- i. Compilation of schemes/ projects/ programmes of the Government of India as well as of the State Governments in the North Eastern Region relating to the following sectors:
  - o Agriculture
  - o Banking or Financial Inclusion
  - o Communication and Information Technology
  - o Entrepreneurship
  - o Health and Nutrition
  - o Industry
  - o Infrastructure
  - o International Trade
  - o Education
  - o Energy
  - o Rural Development
  - o Skill Development and Employment
  - o Transport
  - o Water Resources
  - o Women and Child etc.
- ii. Collation of data/ information in various sectors as mentioned in para (i) above.
- iii. Any other activities that may be necessary in the interest of the Ministry and Interns.

**FORMAT OF INTERNSHIP COMPLETION CERTIFICATE**

(To be given on Letter Head)

Dated:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr/Ms. \_\_\_\_\_ a student of \_\_\_\_\_ University/Institution has successfully completed his/her Internship with Ministry of DoNER, Government of India from \_\_\_\_\_ to \_\_\_\_\_, 20.. . During the period of Internship he/she worked under \_\_\_\_\_ in the following areas:

(i)

(ii)

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

3. I wish him/her every success in his/her life and career.

(Signature)

Joint Secretary/ Economic Adviser