

A-12013/24/2013-Adm.1
Government of India
(Planning Commission)

Yojana Bhawan, Sansad Marg,
New Delhi-110001
Dated: 7th January, 2014

**SUBJECT: SCHEME FOR INTERNSHIP IN PLANNING COMMISSION -
REVISED GUIDELINES.**

In supersession of the guidelines issued by the Planning Commission vide order dated 30th April, 2013, on the above mentioned subject, the following revised guidelines are hereby issued

I. Objective:

- (i) To provide exposure to the interested and willing students of various recognized Universities and Research Institutes in India and abroad about the overall process involved in the formulation of Five Year Plans and Annual Plans and their appraisal at the apex planning body of the Nation.
- (ii) It is neither a job nor any assurance for a job in the Planning Commission.

II. Applicability:

- (i) Applicable to 'Indian Nationals' only.
- (ii) 10 positions for **Paid Internship** shall be available only from October to April every year to Post Graduate and Research students.
- (iii) **Summer Internship** on unpaid basis shall be available only from May to September every year to under-graduate students in addition to Post-graduate and Research students, provided they have completed second year of three or four years' Degree course.

III. Paid Internship

- (i) Only Research scholars and students pursuing Masters' Degree courses in Economics, Science, Humanities, Management, Engineering (4th year of 4 years' degree courses) etc. shall be eligible to apply for Paid Internship.
- (ii) Internship on paid basis shall be offered initially for two months only and if required extension of the period by another upto four months shall be considered on unpaid basis.
- (iii) Since, the scheme for Paid Internship shall run only from October-April each year, applications for internship for the months of October-December should be submitted by 15th September and for the period January-April should be submitted by 15th December every year.
- (iv) Token remuneration @ 10,000/-per month per Intern shall be payable at the end of successful completion of two months period of paid Internship.

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- (v) A certificate regarding successful completion of the Internship shall be issued by Administration by the Adviser of the concerned Subject Division, duly countersigned, in the enclosed format.
- (vi) Total slots available for paid internship at a time shall not exceed Ten (10) at any time.

IV. Summer Internship on Unpaid basis:

- (i) Summer Internship on unpaid basis shall be available from the months of May to September every year.
- (ii) In addition to candidates eligible under III(i), under-graduate students having completed 2nd year of the 3 years/4 years Bachelors' Degree Courses in Economics, Science, Humanities, Management, Engineering etc. shall also be eligible for consideration as Unpaid Interns.
- (iii) No remuneration shall be paid for Summer Internship.
- (iv) The period of Summer Internship shall not be for less than one month in any case.
- (v) The application for Summer Internship should be submitted between 1st March and 15th April every year.
- (vi) The number of positions for Unpaid Summer Internship shall vary from month to month depending on requirement of Subject Divisions.
- (vii) A certificate regarding successful completion of Summer Internship shall be issued by Administration by the Adviser of the concerned Subject Division, duly countersigned, in the enclosed format.

V. Procedure selection and other modalities of the Scheme:

- (i) The applications for paid Internship received by 15th of September (for October to December) and 15th December (for January to April) and those for Summer Internship received between 1st March and 15th April (for May to September) shall be initially shortlisted by the Administration, based on eligibility criteria as stated in (III) and (IV) above.
- (ii) The shortlisted applications shall be summarized in a tabular form showing briefly academic record, course pursued, Institute/University of enrolment, preference of sector, etc. and circulated online among Advisers of Subject Divisions.
- (iii) The Advisers of Subject Divisions shall indicate their choice of candidate.
- (iv) The recommendations of the Advisers shall be placed before the Standing Selection Committee for making final selection. The decision of the

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Committee in respect of selection of applicants and allotment of Divisions shall be final.

(a) The Composition of the Standing Selection Committee shall be as under:-

(i)	One of the Sr. Advisers (by rotation for a period of three months)	Chairman
(ii)	Two Advisers of SMD – {to be nominated	Member
(iii)	by Adviser (Admn.)}	Member
(iv)	Director (Admn.)	Member-convener

- (v) Advisers of the concerned Subject Division shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed.
- (vi) All Interns, who are completing their internship in a particular month, shall compulsorily submit their report to concerned Adviser and inform the Administration about completion of their Internship for initiation of further action latest by 15th day of the month, in which they intend to make presentation.
- (vii) Reports submitted by Interns through their supervising Advisers shall be evaluated by a Committee of Sr. Advisers/Advisers. The composition of the Evaluation Committee shall be determined from time to time, depending on subject matter of the Reports submitted by the Interns.
- (viii) Seminars shall be held only once a month in which the Interns submitting the best three reports shall make presentation before senior officers of Planning Commission and their fellow interns.
- (ix) The logistics for the Seminar shall be the responsibility of Administration Division.
- (x) The attendance record and the details of work supervision shall be maintained by the Adviser of the Subject Division and forward the same along with copy of project report and certificate for successful completion of Internship for counter signature.

VI. Logistic Support:

- (i) Interns shall be provided with a minimum logistic support i.e. office space with intercom facility and other items of stationery. They shall be advised to bring their own personal computers.
- (ii) Interns shall be attached with different Divisions of the Planning Commission keeping in view the areas of interest expressed by them. However, in certain cases, it may not be possible to attach them as per their choice. In such cases, decision of the Standing Selection Committee shall be final.
- (iii) Interns shall be required to submit a brief report/paper at the end of their assignment to the Adviser of the concerned Division about their learning experience.

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- (iv) Certificates in standardized format shall be issued to the Interns at the end of their internship by concerned Subject Division Adviser duly countersigned by Adviser (Admn.)/Director (Admn.).

VII. Procedure for Applicants:

- (i) Interested applicants pursuing studies at various Universities and recognized Research Institute may send their application, in the enclosed proforma along with their CVs by the 15th September and December respectively as indicated in para-III above for Paid Internship and between 1st March-15th April for Summer Internship as mentioned in para-IV above on unpaid basis.
- (ii) Candidates should specifically mention the period for which they want to undertake Internship.
- (iii) Application may be sent by post to reach Administration-I Section, Room No. 416, Yojana Bhawan, Sansad Marg, New Delhi-110001. This can be e-mailed at admn1-pc@nic.in also.
- (iv) Applicants are required to produce a letter from their Supervisor/ Head of Department/ Principal, indicating their status in the Institution and "No Objection" for allowing their student to undergo Internship programme for the period for which he or she is selected. A character certificate from Head of Institutions may also be submitted.

2. This issues with the approval of Secretary, Planning Commission.


(S. Mukherjee)
Director (Admn.)

Copy to:

- (i) PSs to DCH/MoS(Plg.)/Members/Secretary.
(ii) All Divisional Heads in the Planning Commission
(iii) Circulated in Yojana Bhawan through e-mail.

PROFORMA OF APPLICATION FOR INTERNSHIP IN PLANNING COMMISSION

Type of Internship(Paid/ Summer) :

Name :

Address for correspondence
(With contact no) :

E-mail address :

Date of Birth :

Educational Qualification
(Starting from 10th onward) :

Sl.No	Name of Board/University/Institute	Examination Passed	Year of passing	Division obtained with percentage	Subject

Course presently pursuing, the University/
Institute and its duration :
[Letter from the present Institution
indicating his /her status to be enclosed]

Period during which
Internship required :

*Areas/Sectors of interest in
which Internship is required :
[Indicate 3 options]

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

Date:

(Signature)

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

*Indication of option does not reserve any right offering the same sector. Allocation of the desired sector will be subject to availability.