

M-11015/143/2018-CB
Government of India
Ministry of Panchayati Raj

11th Floor, Jeevan Prakash Building,
25, K.G. Marg, New Delhi - 110001

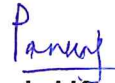
Dated: 19th September, 2023

Subject: Guideline of the Internship Program of the Ministry of Panchayati Raj

A copy of Guideline on above mentioned subject is attached for kind perusal of Divisional head and necessary action.

The above guideline will also be accessible on the ministry's website under 'what's new' for all relevant information. On the ministry website, a new sub-tab called "MoPR Internship" will be activated beneath the main "RGSA" home tab for online apply by candidates.

Yours sincerely,



(Pankaj Kumar)

Under Secretary to the Government of India
Tel. No.: 011-23346341

To,

1. AS (CS)
2. JS (MV)
3. JS (APN)
4. EA (BKB)

Copy to: PPS to JS (VA)

Copy also to: NIC Team of MoPR for uploading on Ministry's website under 'What's New'.

M-11015/143/2018-CB
Government of India
Ministry of Panchayati Raj

11th Floor, Jeevan Prakash Building
25, K. G. Marg
New Delhi – 110001

Dated: 18th September 2023

Subject: - Guideline of the Internship Program as a part of Centrally Sponsored Scheme (CSS) of Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) of the Ministry of Panchayati Raj (MoPR) – reg.

The 'Internship Program' as part of the Framework for Implementation of Centrally Sponsored Scheme (CSS) of Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) (2022-23 to 2025-26) of the Ministry of Panchayati Raj (MoPR), Government of India (GoI), seeks to engage 'Students' enrolled/pursuing Undergraduate/Graduate/Postgraduate degree programme or 'Research Scholars' enrolled/pursuing Doctoral (Ph.D.)/Post-Doctoral degree in recognised/reputed University(s)/Institution(s) within India or Abroad, as 'Interns' for different Units/Cells of Program Divisions (PDs) of MoPR. The 'Interns', who will look after/conduct research such as: Quantitative and Qualitative Data Analysis; Policy and Situational Analysis at MoPR's Office setup as per the requirements of MoPR for Localization of Sustainable Development Goals (LSDGs) and 3-tier Panchayati Raj Institutions (PRIs) and Local Governance Mechanisms related issues/subjects under National Project Management Unit (NPMU) (Ref.: para 7.8.4(i), pg. 42 under the 'Framework for Implementation' of the Revamped Rashtriya Gram Swaraj Abhiyan (RGSA – 2022-23 to 2025-26), 2022).

The 'Interns' will form a part of the NPMU consisting of various Units/Cells of Divisions approved under Revamped RGSA, who will look after monitoring research, cross State learning, campaigns, innovative activities along with LSDGs. These 'Interns' shall closely work under different Units/Cells of Programme Divisions (PDs) under the Revamped RGSA Scheme of MoPR. It is expected that the Interns to conduct Policy Research and Desk Reviews of existing publications and available data in existing portals relating to 9 Themes of LSDGs and

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different thematic interventions under Revamped RGSA Scheme. Through the evidence-based approach to filter the information according to the research and data analysis requirements of MoPR. This approach will offer an opportunity to the 'Interns' to get the exposure and in-hand experience through conducting secondary research on the functioning of the 3-tier PRIs and other policy and development interventions of both Central and State Governments, which in return would be value addition to the MoPR's Policy interventions as well as to their professional profiles. Further, this Ministry will have the benefit of engaging young and enthusiastic professionals for getting new ideas for policy and development interventions for way forward approach.

The NPMU will include above-mentioned Units/Cells and shall have flexibility to outsource activities where required. The detailed requirements such as numbers, qualifications, remunerations, mode of engagement etc. under different Units/Cells of NPMU as mentioned in para 7.2.2 and 7.8.4 would be decided with the approval of Secretary, Panchayati Raj and financial concurrence of IFD (Ref.: para 7.8.4(iii), pg. 42 under the 'Framework for Implementation' of the Revamped Rashtriya Gram Swaraj Abhiyan (RGSA – 2022-23 to 2025-26), 2022).

2. The Internship Program:

2.1. Name of the Program: The 'Internship Program' as part of the Framework for Implementation of Centrally Sponsored Scheme (CSS) of Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) (2022-23 to 2025-26) of the Ministry of Panchayati Raj (MoPR), Government of India.

2.2. Purpose: To allow/engage 'Students' enrolled/pursuing Undergraduate/Graduate/Postgraduate degree programme and/or 'Young Research Scholars' enrolled/pursuing Doctoral (Ph.D.)/Post-Doctoral degree on given academic disciplines below from recognised/reputed University(s)/Institution(s) within India or Abroad for short-term (maximum of 3 months only) engagement of 'Selected Candidates' as 'Interns' in various Units/Cells/Programmes of different Divisions of MoPR under the Revamped RGSA Scheme for the period of F.Y. 2022-23 to 2025-26. The 'Internship Program' is specifically

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focussing on the 'Office set-up of MoPR'. A detail list of intended domains/subject areas of research for which the 'Interns' are invited and shall be engaged is enclosed in 'Annexure – A'.

2.3. Objectives: The Internship Program has the following objectives, such as:

- a. To engage 'Students' and 'Research Scholars' for tapping academic talents, knowledge, skills, and techniques to be best utilised and associated with the MoPR's Policy and Action Research work for mutual benefits.
- b. The 'Interns' shall have an opportunity to know and get in-hand experience on the 3-tier Local Self-governments and other Government functioning, policies, schemes, development initiatives, and interventions for rural development in context to the socio-economic, cultural, and political aspects.
- c. The 'Interns' will have to provide relevant and logical inputs, suggestions, and recommendations through Data Analysis, Situational Analysis, Empirical and Evidence-Based Research through Quantitative & Qualitative Data Analysis, Desk Reviews and Policy Analysis at the 'Office setup of MoPR' for preparing Policy Briefs and Working Papers.

2.4. Details of Internship:

- i. **Period:** The Internship Program shall be available throughout the year, based on the requirements of MoPR. Preferable periods would be: (a) **Mid-week of October to First-week of December**; and (b) **Mid-week of June to Third-week of August**.
- ii. **Eligibility Criteria:** The applicants *i.e.*, 'Students' are enrolled/pursuing Undergraduate/Graduate/Postgraduate degree programme or 'Research Scholars' enrolled/pursuing Doctoral (Ph.D.)/Post-Doctoral degree in recognised/reputed University(s)/Institution(s) within India or Abroad are eligible to apply for the Internship Program. The preferred academic disciplines of Public Policy Studies, Social Policy Studies, Development Studies, Economics, Governance and Public Administration Studies, Rural Development Management, Business Administration, Environment and Energy Studies, Public Health Studies, Sociology, Political Science, Social Work, Statistics, Data Analysis, and other relevant Social Sciences, Management, and Engineering streams.
- iii. **Duration of Engagement:** The duration of the Internship Program shall be at least four (4) weeks, but '**NOT**' exceeding three (3) months.
- iv. **Procedure of Application:**
 - a. Interested applicants/candidates may apply online only in the address link to be indicated in the official website (*URL*: <https://www.panchayat.gov.in/>) of MoPR under '**Home Page**' tab '**RGSA**' sub-tab '**MoPR Internship**' during **1st to 10th of every month** for the Internship Program likely to commence from the following month.
 - b. 'Interns' must also clearly indicate the '**area of interest**' based on the 'Annexure – A'.

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- c. A candidate can apply for the internship only once during a Financial Year (F.Y.). The application shall be valid for consideration for the entire F.Y. in which the application is made.
- d. At the time of joining on selection, applicants shall be required to produce a letter from their 'Principal'/'Head of Department'/'Supervisor', indicating their status in the Institution/University and '**No Objection Certificate**' (NOC) for allowing their student to undergo Internship Program for the period for which s/he is selected, based on the 'Annexure – B'.
- v. **Submission of Deliverables:** The expected deliverables based on the given assignment for conducting secondary research on Situational Analysis; Action Research; Quantitative and Qualitative Data Analysis; Policy Analysis at the '**Office setup of MoPR**'.
- vi. **Issuing of Experience Certificate:** A certificate will be issued after successful completion of the above-mentioned Internship period along with the submission of deliverables of the given assignment by MoPR shall be issued by the Divisional Head (DH)/ or Concerned Official designated by DH in the prescribed '**Format**' is enclosed in 'Annexure – C'. The 'Interns' not completing the requisite period of Internship Program and NOT submitting the expected deliverables as against to the given assignment(s) by MoPR, will **NOT** be issued any '**Experience Certificate**'.

2.5. Logistic and Stipend Support: Due to the short-term and contractual nature of the Internship Program, MoPR shall provide a flat rate/amount of **Rs. 7000/- per month** as '**stipend**' to the 'Intern', depending on the best applicants, are as follows:

- a. **Support for Office Segment of MoPR:** MoPR shall provide them working space, Internet facility, library access, and other necessary requirements for their assignment(s) and deliverables. Interns will be required to have their own laptop. The expected stipend shall be of a flat rate/amount of **Rs. 7000/- per month** depending on the best applicants and candidates shall be engaged as Intern for the Internship Program by the approval of DH of Program Division. The candidates those who are not expecting any stipend/honorarium, may also join by the approval of DH of Program Division for Pro bono manner.

2.6. Procedure of Selection and Other Modalities of the Internship Program:

- i. All the applications received online shall be forwarded to the concerned DH in MoPR for further scrutiny and selection. After shortlisting of applications, a selection Committee headed by the DH shall be formed for scrutiny and selection of the suitable candidates for the Internship Program. The concerned DH may consider the applications for the current F.Y. while selecting suitable 'Interns'. Each Division may engage maximum of 5 Interns at a time by the approval of DH.
- ii. The DH can take a maximum of **five (5)** Interns at a time for the '**Office Segment of MoPR**'. This number of taking more Interns may be relaxed beyond the given number with the prior approval/permission of Secretary, MoPR. After selection of the candidates, the concerned DH shall send the '**Offer of Internship**' directly to the

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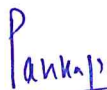
- selected candidate under intimation to the Administration. The decision of the DH regarding the suitability of a candidate as 'Intern' shall be final and binding.
- iii. Depending upon the number of applications received as against a particular domain/area of research, MoPR reserve the right to fix 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 DH shall be personally responsible for ensuring that the work program and output mutually agreed upon with the Intern is satisfactorily completed by submitting deliverables as per given assignment(s). Interns shall be required to submit a Brief Report/Research Paper at the end of their assignment to the concerned DH about their learning experience.
 - v. Individual Presentation/Group Presentation/Seminars can be conducted by the concerned DH for their 'Interns', if required.
 - vi. In case, the 'Interns' of the 'Office Segment of MoPR' are required to go on field visit/study tour as per MoPR's requirements, the travel expenses etc. shall be borne by MoPR. TA/DA for the official tour of interns by train/ bus journey may be reimbursed at the travels entitlement applicable to officials working at Level 5 in the pay matrix or below and as per applicable government's TA/DA rules.
 - vii. The attendance record and the details of work, supervision shall be maintained by the respective Division under the supervision of DH of MoPR.
 - viii. It may be strictly observed that the 'Conduct of the Interns' and their access to internal data/information shall be the sole responsibility of the concerned DH only.

2.7. Review of Internship Program: MoPR reserves the right to review the Internship Program at any time. The reviewed 'Internship Program' document shall be placed on the official website of MoPR.

2.8. Relaxation: The Secretary, MoPR shall have the power to relax any of the above-mentioned conditions, in respect of any deserving candidate(s).

3. The proposal has been concurred by IFD vide Dairy No.: 152/IFD/MoPR/2023-24 dated 11.09.2023.

4. This issues with the approval of Secretary, MoPR.


(Pankaj Kumar) / PANKAJ KUMAR
अवर सचिव / Under Secretary
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Under Secretary to the Government of India


Tel.: 011-23346341

List of Domain and Subject Areas of Research for Internship

Situation Analysis, Evaluation, Assessment Research & Data Analysis:

- Analysis of Quality Gram Panchayat Development Plans (GPDPs) integrating Thematic Approach of LSDGs.
- Analysis of Minutes of Meeting of *Gram Sabhas/Mahila Sabhas/Bal-Balika Sabhas* for inclusive & sustainable development.
- Analysis and Appraisal of project proposals for Project-driven Block Panchayat Development Plans (BPDPs) and District Panchayat Development Plans (DPDPs).
- Analysis of Disaster Risk Reduction (DRR) Plans.
- Preparation of draft Policy document on Clean & Green Panchayat.
- Analysis of Village Poverty Reduction Plans (VPRPs) of Self-help Groups (SHGs).
- Situational Analysis of potential of renewable energy sources.
- Evaluation of devolution of powers and functions.
- Analysis of convergence practices among line departments/institutions/organisations/schemes at PRIs.
- Analysis of public services by PRIs.
- Analysis on Own Source Revenue (OSR) generation possibilities in PRIs.
- Analysis on the Framework for Incubation of Social Enterprises.
- Project proposal development on the eco-tourism possibilities.
- Project proposal development on Economic Development & Income Enhancement and Innovative Projects on LSDGs thematic approach.
- Existing Government Policy Analysis on PRIs and Rural Development.
- Data Analysis of Thematic GPDPs/BPDPs/DPDPs using *eGramSwaraj* portal.
- Conducting secondary data analysis for Policy Briefs and Working Papers.
- Legal issues/Policy research relating to PRIs.
- Media and IEC activities and strategy-settings for promotion of best practices of GP initiated rural development and awareness raising among rural communities.
- Promotion of National Panchayat Awards (NPA) initiatives.
- Any other work as required by MoPR.

Note: The above-mentioned list is suggestive and other relevant areas may also be considered with the approval of Secretary/Additional Secretary/Joint Secretary of different Divisions, MoPR.


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FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION/UNIVERSITY

(To be given on Letter Head / To be signed by HOD/Principal)

Dated: the 2023

Subject: - No Objection Certificate (NOC) for Internship Program of the Ministry of Panchayati Raj (MoPR), GoI.

Dear Sir/ Madam,

This is to be certified that <Mr./Mrs.> _____ is a bonafide student, <Institutional Student ID / Registration No.> of <Semester/Year> of <Name of the Programme> under <Name of the Department> of this <College/Institution/University>.

2. The <Department/College/Institution/University> has no objection for doing the 'Internship Program' at the Ministry of Panchayati Raj (MoPR), GoI for the <field set-up/ office set-up> during the period from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy). It is also certified that <s/he> is not registered for any course requiring <his/her> attendance in the class during the said period.

3. The conduct of the student as recorded by the College/Institution/University has been found moderate/good/satisfactory.

(Signature & Seal)

(HoD/Principal)

Handwritten signature and date: 18/09/23

Handwritten signature: Pankaj

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FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated: the 2023

TO WHOMSOEVER IT MAY CONCERN

This is to be certified that <Mr./Mrs.> _____ a student of < **Name of the Study Program** > of the < **Name of the University/Institution** > has successfully completed his/her Internship with the Ministry of Panchayati Raj (MoPR), Government of India from _____ to _____. During the period of Internship s/he worked under < Name of the DH/Director/Official > in the following areas: -

- i.
- ii.
- iii.
- iv.
- v.

2. < S/he > 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, < S/he > has been found to be very sincere and hardworking and his performance has been excellent.

I wish < Her/Him > every success in <Her/His > life and career.

(Signature & Seal)

(Joint Secretary)

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