



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
TECHNICAL EDUCATION AND SKILL DEVELOPMENT DEPARTMENT**

**email: [secretarypaladakh@gmail.com](mailto:secretarypaladakh@gmail.com) Phone No. 258365**

**Subject: - Guidelines for Internship.**

Order No. **40** -TE&SD(UTL) of 2021

Dated: **23** .11.2021

Sanction is hereby accorded to the issuance of guidelines for engagement of interns with various Departments of the UT Administration Ladakh, in order to enable them to be directly involved in the developmental work of the Administration and be a part of the process of building Ladakh.

**1. Objective:**

Interns shall play an invaluable role in development, linking institutional and administrative initiatives with community action and with people on the ground. They shall be involved in the planning of programmes and projects, to bring them to fruition.

**2. Eligibility:**

Graduates, Students of Undergraduate/Post Graduate courses, aged between 20 years to 32 years are eligible to apply. They should have a laptop.

**3. Competencies values:**

Adaptability and Flexibility, Commitment to Continuous Learning, Communication, Integrity, Professionalism, Working in Teams.

**4. Selection Process:**

- (i) Candidates should submit their application in the prescribed format, through email (Shall attach marksheet of 12<sup>th</sup> /Graduation, prior Internship experience/Work experience).
- (ii) Merit lists will be prepared based on the following criteria:
  - a. Academic performance in +2 for undergraduate/ graduation exams for graduates – 10 marks
  - b. Prior Internship or Work experience – 5 marks
  - c. Reason given for internship in the application form – 10 marks.
- (iii) The total number of candidates called for interview will be three times the interns to be engaged in each term.
- (iv) Candidates shortlisted in the merit lists will be called for personal interview, to be conducted through video conferencing.
- (v) Interview shall carry 25 marks.
- (vi) Selection will be done based on total marks obtained out of 50 marks.
- (vii) If any selected candidates opt out, the next candidates in the merit list will be offered the opportunity.

**5. Honorarium/Certification:**

- (i) Honorarium of Rs 10,000/- per month shall be offered along with a Certificate to the Intern on completion of the internship.
- (ii) The Honorarium will be paid to an intern, subject to satisfactory performance, duly certified by his/her Mentor.
- (iii) There shall be no other remuneration or payment apart from the fixed honorarium mentioned above.
- (iv) Certificates will be issued by the Department on the completion of internship and submission of report duly countersigned by the Mentor and accepted by the Department.

**6. Duration:**

The duration of internship shall be for a period of 3 months, extendable up to a maximum period of 1 year from the initial date of engagement of the intern.

**7. Location:**

- (i) The location shall be at Leh or Kargil. Intern can give their choice.
- (ii) For field work Interns shall be required to travel for which the conveyance facility shall be provided by the concerned Department/office.
- (iii) Intern shall be required to work from home and/or office premises, depending on the nature of the assignment.

**8. Obligation of the Intern:**

- (i) The Intern shall be assigned to an Officer who shall be a Mentor and guide the Intern in the specific assignment.
- (ii) Each assignment shall involve field work with community, office work including collation of data and preparation of reports, advocacy, research, coordination, and capacity building. The nature of the task, but not necessarily limited to, is mentioned against each Department as "**Annexure-A**".
- (iii) At the end of the internship, each intern shall submit a detailed report on the work carried out and, if required, make a presentation on it.
- (iv) The outcome of study during the internship will remain as intellectual property of the Administration of UT Ladakh and interns shall not use it without prior approval of the Administration.
- (v) The intern shall maintain full confidentiality and secrecy of any information relating to the Administration of UT Ladakh.
- (vi) The internship is neither an employment nor an assurance of an employment with the Administration of UT Ladakh.
- (vii) The intern shall submit a self-certification as per the format enclosed as "**Annexure-B**" before joining the respective Department as an intern.

**9. Termination of internship:**

- (i) The Administrative Secretary of the concerned Department may terminate the engagement of an intern at any point in time as it deems fit, without giving any reason. Decision of the Department shall be final in this regard.
- (ii) An intern can choose to terminate the internship giving prior notice of one week to the Department.
- (iii) Upon termination, the intern must hand over to the Department, any papers, equipments or other assets which might have been given to the intern by the Department in course of his project work with the Department. This will include any badges or ID Cards which may have been issued to the intern.



- (iv) If it comes to the notice of the Department that a person whose engagement as intern have been terminated by the Department continues to act in a manner which gives an impression that he/she is still associated with the Department, the Department shall be free to take appropriate legal action against such person.
- (v) The Department may initiate appropriate action against erring intern and decision of the Department would be final and binding on the intern.

*This issues with the concurrence of the Finance Department, UT of Ladakh conveyed vide UO no: - SEC/R/25082021/G-32012/47/2021, and with approval of the competent Authority.*


Sd/-  
(Padma Angmo), IIS,  
Secretary, Technical Education &  
Skill Development Department.

No. M-13/28/2021-O/o SECY ELECTION/ **143-152**

Dated: - **23.11.2021.**

**Copy to the: -**

1. Administrative Secretary Finance Department, UT Ladakh for kind information.
2. Commissioner/Secretary General Administration Department Ladakh.
3. Secretary Social & Tribal Welfare Department, Ladakh for kind information.
4. Secretary Higher Education Department, Ladakh for kind information.
5. Deputy Commissioner/CEO, LAHDC Leh/Kargil.
6. Director Accounts & Treasuries, Ladakh.
7. Senior Accounts Officer, UT Secretariat Ladakh.
8. OSD to the Hon'ble Lieutenant Governor Ladakh for kind information of the Hon'ble Lieutenant Governor.
9. Private Secretary to Advisor to Hon'ble Lieutenant Governor Ladakh for kind information of the Advisor.

  
(Abied Hussain),  
OSD with Secretary,  
Tech. Edu. & Skill Dev. Department.

S. No	Department	Subject	Tasks
1.	Social & Tribal Welfare	Internship with District Programme Officer, ICDS Leh.	<u>ICDS, Child Nutrition:</u> - Helping AWW with Poshan App, Visiting field for capacity building, Data collection and collation, Advocacy.
		Internship with District Programme Officer, ICDS Kargil.	
		Internship with Social & Tribal Welfare, Department Ladakh.	<u>CPS, Child Protection:</u> - Assisting Child welfare committees, Advocacy, Data collection and collation, accounting. <u>Women empowerment:</u> - Assisting One Stop Centre, Mahila Shakti Kendra, Advocacy, Data collection and collation. <u>NGOs:</u> - Coordinating with NGOs, capacity building, advocacy, data collection, monitoring
4.	Technical Education & Skill Development	Internship with Technical Education & Skill Development Department.	Assist the Administrative Department/ Superintendent ITIs in various Skill Development related work, Research, Coordination with Training Partners, Advocacy, Data collection and collation, making of reports.
5.	Higher Education Department	Internship with Higher Education Department.	Assist the Administrative Department in various projects/ assignments of the Department. Assist the Department in introduction of vocational education and Skill courses in Colleges and University of Ladakh,



### Self-Certification (Undertaking)

I \_\_\_\_\_

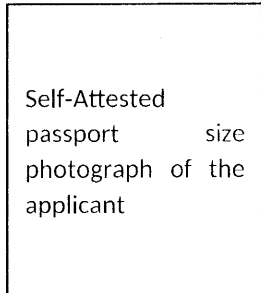
S/O, D/O, W/O \_\_\_\_\_

R/O \_\_\_\_\_

(Complete home address along with PIN No.)

Selected as Intern in Department of \_\_\_\_\_

Vide letter No. \_\_\_\_\_



do hereby undertake/certify the following: -

1. That I have read the notice for engagement of Internship and its terms and conditions, issued vide notice No. M-13/20/2021-% SECY ELECTION/153-<sup>264</sup> dated 23-11-2021, "guidelines for Internship" issued vide order no. 40-TEXSD (UTL) of 2021 dated: 23.11.2021 and do hereby agree and self-certify that I will abide by all the terms and conditions mentioned therein.
2. The duration of internship shall be for a period of 3 months, extendable up to a maximum period of 1 year from the initial date of engagement of the intern.
3. That I will not claim for any employment with the UT Administration Ladakh on the basis of engagement as intern with the UT Administration.
4. That I shall maintain full confidentiality and secrecy of any information relating to the Administration of UT Ladakh, its work and policies.
5. That I will not claim any intellectual property right, of work done during the period of my internship with the Administration of UT Ladakh and will strictly maintain the confidentiality of the UT Administration's intellectual property.
6. That the Administrative Secretary of the Department may terminate my engagement as intern, at any point in time, as it deems fit, without giving any reason. Decision of the Administrative Secretary shall be final in this regard.

Signature

Dated:-