

**National e-Governance Division (NeGD)**  
**Digital India Corporation**  
**Ministry of Electronics & Information Technology**

# **Internship Policy**

## **Guidelines & Procedures**

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## 1. PURPOSE

Approved by the Government of India, Digital India is an ambitious program to 'transform India into a digital Empowered society and Knowledge economy', the focus is on being transformative to realize IT (Indian Talent) + IT (Information technology) = IT (India Tomorrow). The program aims to benefit every section and sector of the country by creating an ecosystem for delivery of user centric and qualitative Digital Services. It is an umbrella program which envisages taking together both the Government and the private sector on a fantastic journey of creating Digital India. It is an Umbrella Program that covers multiple Government Ministries and Departments. It weaves together a large number of ideas and thoughts into a single, comprehensive vision so that each of them is seen as part of a larger goal.

NeGD supports Meity in the following tasks: Facilitating implementation of Mission Mode Projects by Line Ministries/State Governments; Providing technical assistance to Central Ministries/State Line Departments; Acting as Secretariat to Apex Committee; Undertaking technical appraisal of all e-Kranti projects to examine issues such as overall technology architecture, framework, standards, security policy, service delivery mechanism, sharing of common infrastructure; Human Resource Development, Training and Awareness Building, Framing core policies, technical assistance, R&D, awareness and assessment and creation of organization structure and supporting coordination of Digital India.

The need for an Internship Scheme for NeGD has been felt for quite some time, which is beneficial to both NeGD and the intern. The Internship Scheme will ensure interaction of the officers of NeGD with the young scholars with brilliant academic background from reputed academic institutions in the country. The refreshing ideas from the field of academics will help NeGD in its activities even as it provides an excellent opportunity to the interns to familiarize themselves with the overall Digital India Program.

An internship is a unique opportunity for a student to complete his/her academic studies with experiential learning in a professional setting. Students gain practical work experience related to their academic programme and real world experience for those looking to explore and gain relevant knowledge and skills required to enter a particular career. It is a great opportunity for reciprocal learning; the ideas and experiences which interns bring with them adds value to the organization and strengthens the capacity of the team members. An intern in any organization learns at each step in various ways. Internship is relatively short term in nature.

The objective of an internship programme is to provide an opportunity to the students to integrate classroom learning with practical experience by placing them in training positions under divisions broadly related to their curriculum. Also the organization may assign short term projects to the interns as per the requirements of the organization, under close guidance of a Mentor/ Guide.



For the larger benefit of the student community and with a view to enrich the management/implementation of its various schemes/programs, NeGD has decided to notify these "Internship Guidelines 2016", to provide a framework for engagement of Interns for a limited period.

## 2. DEFINITIONS

Unless the context requires otherwise, the following words shall have the meaning attributed to them in these guidelines:

- 2.1. "Competent Authority" means the P&CEO, NeGD
- 2.2. "Sponsoring Institution" means the Academic Institution, in which the applicant is currently studying or has recently passed out.
- 2.3. "Applicant on Internship" is a person, who wants to work for mutual benefit with NeGD, on a full-time basis with the sole purpose of enriching his knowledge in the area of expertise.
- 2.4. "Area of Expertise" means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

## 3. ELIGIBILITY

- 3.1. Students from recognized universities in India who have secured at least 60% marks in the last held degree or certificate examination and:
  - 3.1.1. who have completed education under 10+2+3 pattern of education i.e. students who have completed 15 years of formal education.  
or
  - 3.1.2. who are pursuing pre-final or final year of Engineering in the 10+2+4 pattern of education  
or
  - 3.1.3. who are pursuing pre-final or final year of Diploma/Certificate course  
or
  - 3.1.4. who are pursuing pre-final or final year in the integrated degree course or dual degree of 10+2+5 pattern of education.
- 3.2. The qualification may be relaxed in deserving cases based on need of NeGD on prior approval of Competent Authority.
- 3.3. Possessing minimum qualifications as above shall not guarantee Internship in NeGD. Candidates having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

## 4. INTERN INTEREST AREAS

The areas of interest for internship could be areas like hardware, software, networking, mobile services, awareness and communication, human resource management, capacity building, finance, program management or any other related e-governance area that's aligned with the vision and scope of NeGD and Digital India.

## 5. NUMBER OF INTERNS

The maximum number of interns shall be 3 per Project/ Division per year and not exceeding 24 interns in a year. Below are the various Divisions under NeGD:

- i. Admin & HR
- ii. Awareness & Communication
- iii. Capacity Building
- iv. Finance
- v. Infrastructure and e-Services
- vi. Program Management
- vii. Project Appraisal
- viii. Project Development

## 6. MENTORSHIP

Every batch of interns or individual interns, as the case may be, will have a Mentor from NeGD preferably HOD of the Division / Project.

Each mentor will be assigned a maximum 3 Interns in a year.

## 7. DURATION OF INTERNSHIP

Internship Program will be conducted twice a year - Summer Internship Programme and Winter Internship Programme.

The minimum duration of internship shall be of two months, extendable up to three months, depending on the performance of the candidate, requirement of NeGD and time the intern is willing to spend with NeGD. Every batch of interns or individual interns, as the case may be, will have a Mentor from NeGD preferably HOD of the Division / Project.

### Tentative Calendar for Internship Programme

Description	Summer Internship Programme	Winter Internship Programme
Announcement of Internship Programme - Tentative Date	1 <sup>st</sup> week of April	1 <sup>st</sup> week of October
Invitation/ Publishing of Advertisement	1 <sup>st</sup> week of April	1 <sup>st</sup> week of October
Last Date for Receipt of Application	3 <sup>rd</sup> week of April	3 <sup>rd</sup> week of October
Selection Interview	1 <sup>st</sup> week of May	1 <sup>st</sup> week of November
Intimation of Selection to Colleges / Candidates	3 <sup>rd</sup> week of May	3 <sup>rd</sup> week of November
Internship Period (Tentative)	June to August	December to February
Awarding Certificate	2 <sup>nd</sup> week of September	2 <sup>nd</sup> week of March

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## 8. HOW TO APPLY

- 8.1. Interested and eligible students must submit their applications in the prescribed application form (Annexure-A) online to [negdhr@digitalindia.gov.in](mailto:negdhr@digitalindia.gov.in)
- 8.2. These applications need to be sponsored /forwarded by the Institution where the applicant is currently enrolled in or has recently passed out.

## 9. SELECTION

- 9.1. The applications received on or before the last date will be scrutinized by a duly constituted Selection Committee. The Selection Committee would shortlist suitable candidates for interview on the basis of candidate's merit and NeGD's requirement.
- 9.2. The Selection Committee may conduct Personal or Online Interview, as necessary. No TA / DA shall be paid to candidates for attending the personal interview.
- 9.3. The Selection Committee will constitute of following members  
Representative of concerned Department/ Project  
And nominated member from HR
- 9.4. The Committee would compile its recommendations and the same would be presented to the President &CEO for the final decision.

## 10. CODE OF CONDUCT

The Intern appointed by NeGD shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- 10.1. The Intern shall follow the rules and regulations, which are in general applicable to employees of NeGD.
- 10.2. The Intern shall follow the confidentiality protocol of NeGD and shall not reveal to any person or organization confidential information relating to NeGD, its work and policies.
- 10.3. The Intern shall not claim any intellectual property right, of work done at NeGD and has to strictly maintain the confidentiality of NeGD's intellectual property. Any violation/infringement will be viewed adversely against the intern as well as the institution to which he/she belongs and may invite appropriate action.
- 10.4. The students and the Sponsoring Institution concerned shall have no claim whatsoever on the results of the project work. NeGD retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.
- 10.5. Interns may, with the prior permission of NeGD, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to NeGD cannot be revealed under any circumstances.
- 10.6. Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of NeGD.
- 10.7. Interns will follow the advice given to them by NeGD regarding representations to

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President & Chief Executive Officer

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National e-Governance Division

इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय  
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third parties.

- 10.8. In general, an Intern may not interact with or represent NeGD vis- à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of NeGD depending on the nature of their roles and responsibilities.
- 10.9. No Intern shall interact with or represent NeGD to the media (print and electronic).
- 10.10. Interns will conduct themselves professionally in their relationship with NeGD and the public in general.
- 10.11. Interns are required to be present at the NeGD premises from 09.00 am to 05.30 pm, unless otherwise permitted by the Supervisor/Mentor in writing.
- 10.12. The intern has to make his/her own accommodation arrangement during the internship.
- 10.13. In the event of unsatisfactory performance, the concerned intern may be advised by NeGD to discontinue the project work, before the completion of the term of internship.

## 11. PLACEMENT

- 11.1. The internship is neither an employment nor an assurance of an employment with NeGD.

## 12. FACILITIES PROVIDED

- 12.1. The interns will have to carry their own personal laptops or devices (the program embraces Bring Your Own Device).
- 12.2. The intern will be provided with the office workspace and wi-fi connection.

## 13. SUBMISSION OF REPORT/PAPER

- 13.1. Work plans and work schedules shall be developed by Mentor and the Interns shall invariably adhere to the same.
- 13.2. The interns will be required to submit a Report on the work undertaken at the end of the internship to NeGD.
- 13.3. The project report prepared for the Sponsoring Institution in which the intern is enrolled and for NeGD is required to be identical in all respects.
- 13.4. The students must furnish a "No-Demand Certificate" to NeGD in the prescribed format after completion of project work along with a soft copy and hard copy of the project report.
- 13.5. The certificate in the project report prescribed by the Sponsoring Institution, the cover page and all certificates in the project report should categorically reflect that the project work was executed at NeGD. The acknowledgement sheet in the project report should mention the name of the Mentor who has guided the Intern at NeGD.

## 14. TOKEN REMUNERATION

- 14.1. A token remuneration of Rs. 10,000/- per month would be paid to an Intern, subject to satisfactory performance, duly certified by the Mentor.



14.2. The remuneration shall be paid after the completion of Internship on submission of Report duly accepted by NeGD.

#### 15. CERTIFICATE OF INTERNSHIP

Certificates will be issued by NeGD to the interns on the completion of Internship and submission of Report duly countersigned and accepted by the Competent Authority.

#### 16. TERMINATION

16.1. NeGD may disengage from the Intern if NeGD is of the view that the services of the Intern are no more required.

16.2. NeGD may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.

16.3. If the Intern decides to disengage from NeGD, he should provide 2 weeks' prior notice.

16.4. Upon termination, the Intern must hand over to NeGD, 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 NeGD. This will include any badges or ID Cards which may have been issued to the Intern.

16.5. If it comes to the notice of NeGD that the person whose services have been terminated by NeGD continues to act in a manner which gives an impression that he is still working for NeGD, NeGD shall be free to take appropriate legal action against such person.

16.6. The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.

#### 17. POWER TO REMOVE DIFFICULTIES

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.



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**Annexure A - APPLICATION FORM FOR INTERNSHIP**  
**National e-Governance Division (NeGD), Digital India Corporation,**  
**Ministry of Electronics and Information Technology**

Name :

Address for correspondence :  
(With contact no. and e-mail ID)

Date of Birth :

Nationality :

Educational Qualification :  
(Starting from 10<sup>th</sup> Std. onwards)

S. No.	Name of Board/ University/Institute	Examination Passed	Year of Passing	Division With Percentage	Subjects

Areas of interest in which Internship  
is required :

Two references :

Purpose for internship (max. 150 words) :

**Date:**

**(Signature)**

No. N:22.030./2/2016-NeGD

Date .....

### ADDENDUM

Dated : 11.05.2023

As per NeGD's Internship Policy Guidelines and Procedures dated February 2023, the number of interns per Project / Division per year are as under :

Sl No.	Division / Project	Placement of Interns per division	
		Summer Internship Programme	Winter Internship Programme
1	Project Development	03	03
2	Awareness & Communication	02	02
3	Capacity Building	02	02
4	Infrastructure & e-Services	02	02
5	Project Appraisal	02	01
6	Program Management	01	02
<b>Total number of Interns</b>		<b>12</b>	<b>12</b>

This issues with the approval of the Competent Authority, NeGD.



(J. E. Gupta)

Director (HR & Admin.)