

F.No. ADMIN-33015/1/2024-P-I  
Government of India  
Ministry of Environment, Forest and Climate Change  
(P.I Section)

Indira Paryavaran Bhawan,  
Jorbagh Road, Aliganj,  
New Delhi - 110003

Dated: 02.05.2024

**OFFICE MEMORANDUM**

**Subject: Internship Programme of the Ministry of Environment, Forest and Climate Change – Commencement of Summer Session 2024 and selection of Divisional Heads for the purpose of Internship Scheme - reg.**

The undersigned is directed to refer to the Internship Programme of the Ministry of Environment, Forest and Climate Change and to inform the details of Divisional Heads in respect of Ministry proper and its other formations for the purpose of Summer Session 2024 as per Annexure- I.

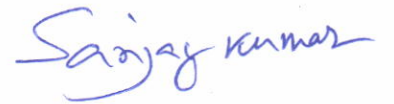
2. It is intimated that the applications received for this purpose shall be forwarded to the concerned Divisional Heads through the dedicated portal for selection of Interns as mentioned at Para 2.7 of the Order of the Scheme dated 06.06.2022 (copy enclosed).
3. The time schedule for the Summer Session 2024 is as under: -

Activation of Link for inviting applications	Deactivation of link for closing acceptance of application	Forwarding of submitted applications to Divisional Heads	Last date for Selecting Interns by Divisional Heads	Uploading of details of selected candidates on the web site	Commencement of internship programme	End of the Summer Internship Programme
12.00 hrs. on 06.05.2024	23.59 hrs. on 13.05.2024	15.05.2024	20.05.2024	27.05.2024	03.06.2024	Tentatively by September, 2024

4. In order to release the stipend to the inducted Interns, the concerned Divisions/Units in the Ministry proper will forward authenticated attendance, in original, to the P.I Section of the Ministry. Organizations beyond the Ministry proper will send the authenticated attendance along with pre-receipt and bank details of Interns through email at sanjaykumar.moca@nic.in & mohan.lalit90@gov.in for releasing the stipend directly to the bank accounts of the Intern.

5. All the Divisional Heads are requested to adhere to the timeline mentioned in Para 3 above.
6. This issues with the approval of the Competent Authority.

Encl: As above



(Sanjay Kumar)  
Under Secretary to the Government of India  
Tele: 011-20819194

Distribution:

1. PPS/PS to the concerned Divisional Head.
2. Consultant (IT)/NIC Cell for uploading on MoEF&CC website.

**DETAILS OF DIVISIONAL HEADS FOR MINISTRY PROPER AND OTHER FORMATIONS****MINISTRY PROPER**

Sl. No.	Disciplines	Divisions	Divisional Heads proposed for Summer Session 2024
1	2	3	4
1.	Botany	CS	Shri Raghu Kumar Kodali, Scientist 'G'
2.	Marine Botany	SCMD	Shri Neelesh Kumar Sah, Joint Secretary
3.	Zoology	Eco Sensitive Zone	Dr. S. Kerketta, Scientist 'G'
4.	Chemistry/ Chemical Engineering	HSMD/CP	Shri Naresh Pal Gangwar, Additional Secretary
5.	Environmental Sciences / Environmental Engineering	IA	Shri Sujit Kumar Bajpayee, Joint Secretary
6.	Civil Engineering	IA	Shri Tanmay Kumar, Additional Secretary
7.	Geography/ GIS	CS	Shri Tanmay Kumar, Additional Secretary
8.	Eco-system Services	Eco Sensitive Zone	Dr. S. Kerketta, Scientist 'G'
9.	Physics	Climate Change	Shri Neelesh Kumar Sah, Joint Secretary
10.	Geology	SCMD	Shri Neelesh Kumar Sah, Joint Secretary
11.	Bio-Chemistry	RE	Shri Naresh Pal Gangwar, Additional Secretary
12.	Bio-technology	CS	Shri Raghu Kumar Kodali, Scientist 'G'
13.	Fisheries	CRZ	Shri Sujit Kumar Bajpayee, Joint Secretary
14.	Mechanical Engineering	IA (Hydro-thermal)	Shri Tanmay Kumar, Additional Secretary
15.	Mining Engineering	IA	Shri Tanmay Kumar, Additional Secretary
16.	Wildlife	Wildlife Division	Shri R. Raghu Prasad, IG(WL)
17.	Environmental Biology/Bio Resource	Clean Technology	Shri Naresh Pal Gangwar, Additional Secretary
18.	Biology Sciences	EEAT	Ms. Nameeta Prasad, Joint Secretary
19.	Forestry/Agro-Forestry/ Livelihood	FC	Shri Ramesh Kumar Pandey, IG(FC)
20.	Climate Change	Climate Change	Shri Neelesh Kumar Sah, Joint Secretary
21.	Environmental Law	P & L	Shri Sujit Kumar Bajpayee, Joint Secretary
22.	Public Finance Management	O/o CCA	Shri Sakesh Prasad Singh, CCA
23.	Environmental Science	LiFE (Lifestyle for the Environment)	Ms. Rita Khanna, Scientist 'G'
24.	Forestry	NIRANTAR	Shri R. Raghu Prasad, IG(F)



**REGIONAL OFFICES/SUB REGIONAL OFFICES**

Sl. No	Name of the RO	Disciplines	Name & Designation of the Divisional Head	Email ID
1	RO, Chennai	<ul style="list-style-type: none"><li>• Environmental Sciences / Environmental Engineering</li><li>• Geography/GIS</li><li>• Environmental Law</li><li>• Marine Botany</li></ul>	Shri P. Subramanyam, IFS	ro.moefccc@gov.in
2	RO, Nagpur	<ul style="list-style-type: none"><li>• Environmental Sciences / Environmental Engineering</li><li>• Forestry/Agro Forestry/Livelihood</li><li>• Environmental Law</li></ul>	Shri V.N. Ambade Dy. Director General of Forests (C)	apccfcentral-ngp-mef@gov.in
3	RO, Bangalore	<ul style="list-style-type: none"><li>• Environmental Law</li><li>• Environmental Sciences / Environmental Engineering</li><li>• Public Finance Management</li></ul>	Shri P. Subramanyam, IFS	rosz.bng-mef@nic.in
4	RO, Ranchi, Jharkhand	<ul style="list-style-type: none"><li>• Environmental Sciences / Environmental Engineering</li><li>• Mining Engineering</li><li>• Forestry/Agro Forestry/Livelihood</li></ul>	Shri Santosh Tewari Dy. Director General of Forests (C)	ro.ranchi-mef@gov.in
5	SUB RO, Vijayawada	<ul style="list-style-type: none"><li>• Environmental Sciences / Environmental Engineering</li><li>• Forestry/Agro Forestry/Livelihood</li><li>• Marine Botany</li></ul>	Dr. Suresh Babu Pasupuleti Scientist 'D'	<a href="mailto:suresh.pasupuleti@gov.in">suresh.pasupuleti@gov.in</a> <a href="mailto:iro.vijayawada-mefcc@gov.in">iro.vijayawada-mefcc@gov.in</a>
6	SUB RO, Guwahati	Environmental Law	Shri W. I. Yatbon, IFS Inspector General of Forests (C)	iro.guwahati-mefcc@gov.in

## AUTONOMOUS ORGANIZATIONS

Sl. No.	Name of the Organisation	Disciplines	Name & Designation of the Divisional Head	Email ID
1	Indian Council of Forestry Research and Education (ICFRE), Dehradun  & its Sub-Units viz.	Climate Change	Shri Deepak Mishra  Assistant Director General	adg_edu@icfre.org
	HFRI- Shimla	Bio-technology		
	TFRI-Jabalpur	<ul style="list-style-type: none"> <li>• Botany</li> <li>• Chemistry</li> <li>• Environmental Sciences / Environmental Engineering</li> <li>• Bio-technology</li> <li>• Forestry/Agro Forestry/Livelihood</li> </ul>		
	AFRI-Jodhpur	<ul style="list-style-type: none"> <li>• Bio-technology</li> <li>• Geography/GIS</li> <li>• Forestry/Agro Forestry/Livelihood</li> <li>• Environmental Sciences / Environmental Engineering</li> </ul>		
2	Indian Plywood Industries Research and Training Institute (IPIRTI), Bengaluru	<ul style="list-style-type: none"> <li>• Botany</li> <li>• Marine Botany</li> <li>• Chemistry/Chemical Engineering</li> <li>• Civil Engineering</li> <li>• Mechanical Engineering</li> <li>• Forestry/Agro Forestry/Livelihood</li> </ul>	Dr. Shakti Singh Chauhan  Director	director@ipirti.gov.in
3	Salim Ali Center for Ornithology and Natural History (SACON), Coimbatore	<ul style="list-style-type: none"> <li>• Zoology</li> <li>• Environmental Sciences / Environmental Engineering</li> <li>• Environmental Biology/Bio Resource</li> <li>• Biology Sciences</li> </ul>	Dr. Goldin Quadros  Principal Scientist & ENVIS Coordinator	goldinq@gmail.com

**SUBORDINATE OFFICES**

Sl. No.	Name of Subordinate Office	Disciplines	Name & Designation of the Divisional Head	Email ID
1	National Museum of Natural History (NMNH), New Delhi	<ul style="list-style-type: none"> <li>• Botany</li> <li>• Zoology</li> </ul>	Smt. Naaz Rizvi Director	n.rizvi@gov.in
2	Botanical Survey of India (BSI) Kolkata	Botany	Dr. A.A. Mao Director	aamao@bsi.gov.in

**ENVIS (RESOURCE PARTNERS)**

Sl. No.	Name of ENVIS Resource Partner	Disciplines	Name & Designation of the Divisional Head	Email ID
1	National Institute of Occupational Health (NIOH), Ahmedabad	<ul style="list-style-type: none"> <li>• Environmental Sciences / Environmental Engineering</li> <li>• Geography/GIS</li> <li>• Bio-technology</li> <li>• Climate Change</li> </ul>	Dr. Santasabuj Das Scientist 'D' & Director-in-charge	director-nioh@gov.in
2	Centre for Ecological Sciences - Indian Institute of Science (IISc), Bengaluru	Geography/GIS	Dr. T.V. Ramachandra Co-ordinator, ENVIS(RP)	tvr@iisc.ac.in
3	Centre for Mining Environment (CME) IIT-Indian School of Mines, Dhanbad, Jharkhand	<ul style="list-style-type: none"> <li>• Environmental Sciences / Environmental Engineering</li> <li>• Mining Engineering</li> <li>• Forestry/Agro forestry/Livelihood</li> </ul>	Prof. Anshumali HOD & ENVIS Coordinator	anshumali@iitism.ac.in
4	G.B. Pant National Institute of Himalayan Environment (GBPNIHE), Almora, Uttarakhand	Forestry/Agro forestry/Livelihood	Dr. P. Ghosh Scientist 'F'	paromita.lwrm@gmail.com
5	State Council of Science and Technology for Sikkim (SCSTS), Gangtok, Sikkim	<ul style="list-style-type: none"> <li>• Environmental Sciences / Environmental Engineering</li> <li>• Forestry/Agro forestry/Livelihood</li> </ul>	Shri Dorjee Thinlay Bhutia Director-cum-ENVIS Coordinator	dorjithinlay@gmail.com



6	Institute for Ocean Management, Chennai	<ul style="list-style-type: none"> <li>• Civil Engineering</li> <li>• Environment Sciences/Environmental Engineering</li> <li>• Forestry/Agro forestry/Livelihood</li> <li>• Geography/GIS</li> </ul>	Dr. M. Krishnaveni Director IOM and ENVIS Coordinator	mkveni@annauniv.edu
7	Indian Institute of Tropical Meteorology (IITM), Pune, Maharashtra	<ul style="list-style-type: none"> <li>• Environment Sciences/Environmental Engineering</li> <li>• Climate Change</li> </ul>	Dr. B.S. Murthy Scientist 'F'	murthy@tropmet.res.in
8	Indian Institute of Chemical Technology (IICT), Hyderabad, Andhra Pradesh	<ul style="list-style-type: none"> <li>• Climate Change</li> <li>• Bio-technology</li> </ul>	Dr. Ramakrishna Sistla Senior Principal Scientist & Chair	sistla@iict.res.in
9	National Botanical Research Institute (NBRI), Lucknow, UP	<ul style="list-style-type: none"> <li>• Environment Sciences/Environmental Engineering</li> <li>• Environmental Biology/Bio Resource</li> <li>• Botany</li> <li>• Eco-system Sciences</li> </ul>	Dr. Pankaj Kumar Srivastava Principal Scientist & Coordinator	nbri-env@nic.in
10	Gujarat Cleaner Production Centre (GCPC), Gandhinagar, Gujarat	Environment Sciences/Environmental Engineering	Dr. Bharat Jain Member Secretary	gcpc11@yahoo.com
11	Department of Environmental Sciences (DES), Kalyani University, Kalyani, West Bengal	<ul style="list-style-type: none"> <li>• Zoology</li> <li>• Environment Sciences/Environmental Engineering</li> <li>• Fisheries</li> </ul>	Prof. Kausik Mondal Professor	kausik.mondal@klyuni v.ac.in
12	School of Planning and Architecture (SPA), New Delhi	<ul style="list-style-type: none"> <li>• Geography/GIS</li> <li>• Eco-system Sciences</li> <li>• Climate Change</li> </ul>	Prof. Meenakshi Dhote Professor	meenakshidhote@gmail.com
13	School of Environmental Sciences Jawaharlal Nehru University (JNU), New Delhi	<ul style="list-style-type: none"> <li>• Environment Sciences/Environmental Engineering</li> <li>• Geology</li> <li>• Environmental Biology/Bio Resource</li> <li>• Botany</li> </ul>	Prof. Paulraj Rajamani ENVIS Coordinator & Dean	jnu-env@nic.in

14	Environment Protection Training and Research Institute (EPTRI), Hyderabad, Telangana	<ul style="list-style-type: none"> <li>• Botany</li> <li>• Zoology</li> <li>• Chemistry/Chemical Engineering</li> <li>• Environment Sciences/Environmental Engineering</li> <li>• Civil Engineering</li> <li>• Geography/GIS</li> <li>• Eco-system Science</li> <li>• Geology</li> <li>• Bio-technology</li> <li>• Mining Engineering</li> <li>• Environmental Biology/Bio Resource</li> <li>• Biology Sciences</li> <li>• Forestry/Agro forestry/Livelihood</li> <li>• Climate Change</li> </ul>	Smt. A. Vani Prasad, IAS  Principal Secretary to Govt. of Telangana & Director General	dgeptri@gmail.com
15	Thiagarajar College of Engineering (TCE), Madurai, Tamil Nadu	Environment Sciences/Environmental Engineering	Padmashree Dr. R. Vasudevan  Coordinator TCE ENVIS RP & Dean ECA Professor Chemistry	deaneca@tce.edu
16	Institute for Wildlife Sciences (IWS), University of Lucknow, Lucknow, UP	Eco-system Sciences	Prof. Amita Kanaujia  Professor	kanaujia.amita@gmail.com
17	World Wide Fund for Nature – India (WWF), New Delhi	<ul style="list-style-type: none"> <li>• Geography/GIS</li> <li>• Wildlife</li> </ul>	Dr. G. Areendran, Director & Coordinator-ENVIS RP	wwf@envis.nic.in
18	Asian Development Research Institute (ADRI), Patna, Bihar	<ul style="list-style-type: none"> <li>• Environment Sciences/Environmental Engineering</li> <li>• Geography/GIS</li> <li>• Eco-system Services</li> <li>• Climate Change</li> </ul>	Dr. Prabhat P Ghosh  Member Secretary	ppghoshadri@yahoo.co.uk
19	Bombay Natural History Society	Wildlife	Dr. Sujit Narwade  Project Coordinator	sujit.narwade@bnhs.org

	(BNHS), Mumbai, Maharashtra			
20	Consumer Education and Research Centre (CERC), Ahmedabad, Gujarat	<ul style="list-style-type: none"> <li>• Environment Sciences/Environmental Engineering</li> <li>• Bio-Chemistry</li> <li>• Biology Sciences</li> <li>• Environmental Law</li> </ul>	Ms. Anindita Mehta ENVIS coordinator, CGM CERC	cerc-env@nic.in
21	CPR Environmental Education Centre (CPREEC), Chennai, Tamil Nadu	Environment Sciences/Environmental Engineering	Dr. P. Sudhakar Director & ENVIS Coordinator	cpreec@envis.nic.in
22	International Institute of Health and Hygiene (IIHH), New Delhi	Environment Sciences/Environmental Engineering	Dr. Namita Mathur Coordinator	sulabh@envis.nic.in

#### ENVIS (HUBS)

Sl. No.	Name of ENVIS Hubs	Disciplines	Name & Designation of the Divisional Head	Email ID
1	Assam Science, Technology and Environmental Council (ASTECC), Guwahati Assam	<ul style="list-style-type: none"> <li>• Environment Sciences/Environmental Engineering</li> <li>• Environmental Biology/Bio Resource</li> <li>• Botany</li> <li>• Zoology</li> <li>• Forestry/Agro forestry/Livelihood</li> <li>• Wildlife</li> </ul>	Smt. Kimney Changsan, ACS Director	astec@rediffmail.com
2	Gujarat Ecology Commission (GEC), Gandhinagar, Gujarat	<ul style="list-style-type: none"> <li>• Geography/GIS</li> <li>• Climate Change</li> <li>• Botany</li> <li>• Marine Botany</li> <li>• Zoology</li> <li>• Environment Sciences/Environmental Engineering</li> <li>• Wildlife</li> </ul>	Ms. Nischal Joshi ENVIS Coordinator	nischal.joshi2@gmail.com



		<ul style="list-style-type: none"> <li>• Environmental Biology/Bio Resource</li> <li>• Biology Sciences</li> </ul>		
3	Himachal Pradesh Council for Science, Technology and Environment (HIMCOSTE), Shimla, Himachal Pradesh	<ul style="list-style-type: none"> <li>• Botany</li> <li>• Environment Sciences/ Environmental Engineering</li> <li>• Geography/GIS</li> <li>• Forestry/Agro forestry/Livelihood</li> <li>• Climate Change</li> </ul>	Shri Sat Pal Dhiman  Joint Member Secretary-cum-Coordinator ENVIS	jointsecyforest05@gmail.com
4	Department of Ecology, Environment & Remote Sensing, J&K	<ul style="list-style-type: none"> <li>• Geography/GIS</li> <li>• Environment Sciences/ Environmental Engineering</li> <li>• Climate Change</li> <li>• Wildlife</li> </ul>	Mr. Majid Farooq  Scientist & ENVIS Coordinator	majid_rsgis@yahoo.com
5	Kerala State Council for Science, Technology and Environment (KSCSTE), Thiruvananthapuram, Kerala	<ul style="list-style-type: none"> <li>• Geography/GIS</li> <li>• Environmental Law</li> <li>• Eco-system Services</li> </ul>	Prof. K.P. Sudheer  Ex Officio Principal Secretary S&T Department & Executive Vice President KSCSTE	evpkscste.std@kerala.gov.in
6	Mizoram Pollution Control Board, Aizawl, Mizoram (MINECO)	<ul style="list-style-type: none"> <li>• Environment Sciences/ Environmental Engineering</li> <li>• Chemistry/ Chemical Engineering</li> <li>• Environmental Biology/Bio Resource</li> <li>• Eco-system Sciences</li> </ul>	Dr. Lalramnghaki Pachuau  Scientist 'B' & Coordinator	teiipachuau@gmail.com
7	Punjab State Council for Science and Technology (PSCST), Chandigarh, Punjab	<ul style="list-style-type: none"> <li>• Eco-system Sciences</li> <li>• Environment Sciences/ Environmental Engineering</li> <li>• Climate Change</li> </ul>	Er. Pritpal Singh  Additional Director & ENVIS Coordinator	pun@envis.nic.in

		<ul style="list-style-type: none"> <li>• Forestry/Agro forestry/Livelihood</li> <li>• Wildlife</li> <li>• Geography/GIS</li> </ul>		
8	Forest and Environment Department (FED), Sikkim, Gangtok, Sikkim	<ul style="list-style-type: none"> <li>• Environment Sciences/ Environmental Engineering</li> <li>• Wildlife</li> <li>• Environmental Biology/Bio Resource</li> <li>• Climate Change</li> <li>• Forestry/Agro forestry/Livelihood</li> <li>• Environment Law</li> </ul>	Shri M.L. Srivastava, IFS  Addl. Chief Secretary-cum-PCCF	pccf-fewd@sikkim.gov.in
9	Uttarakhand Pollution Control Board, Dehradun, Uttarakhand	<ul style="list-style-type: none"> <li>• Environment Sciences/ Environmental Engineering</li> <li>• Environment Law</li> </ul>	Shri S.P. Subudhi, IFS  Member Secretary, UKPCB	utr@envis.nic.in
10	Department of Environment- Chandigarh (DEC), Chandigarh	<ul style="list-style-type: none"> <li>• Environment Sciences/ Environmental Engineering</li> <li>• Climate Change</li> </ul>	Mr. Debendra Dalai, IFS  Director	ch-env@nic.in
11	Puducherry Pollution Control Committee (PPCC), Puducherry	Environment Sciences/ Environmental Engineering	Shri P. Vipin Babu  Scientist (PPCC)/ENVIS Coordinator	envis.pon@nic.in
12	Directorate of Environment & Climate Change Department (DoE&CCD), Panchkula, Haryana	<ul style="list-style-type: none"> <li>• Environment Sciences/ Environmental Engineering</li> <li>• Environment Law</li> <li>• Geography/GIS</li> <li>• Climate Change</li> </ul>	Mr. S. Narayanan, IFS  Director General	haryana-envis@hry.gov.in

Dated: 6<sup>th</sup> June, 2022**ORDER****Subject: - "Internship Scheme" of Ministry of Environment, Forest and Climate Change.**

Ministry of Environment, Forest and Climate Change has an Internship Scheme for students and the Scheme seeks to engage students with Graduation/Post Graduation Degrees as well as Research Scholars enrolled in recognized University/Institution within India or abroad, as "Interns". These "Interns" shall be inducted all over the country in various Divisions/Units of the Ministry, its Integrated Regional Offices, Autonomous Organisations, Subordinate Offices, ENVIS (Resource Partners & Hubs).

2. These "Interns", in turn, would be expected to supplement the process of analyzing within Ministry and its other formations through empirical collection and collation of in-house and other information. For the "Interns" the exposure to the functioning of the Ministry and its other formations may be an add-on in furthering their future interests.

**The Scheme**

2.1 **Name of the Scheme:** "Ministry of Environment, Forest and Climate Change Internship Scheme"

2.2 **Purpose:** To allow short-term exposure to "selected candidates" with different Divisions/Units of Ministry and its other formations as 'Interns'. A list of domains/areas for which Internship is available at **Annexure-I**.

2.3 **Objectives of the Scheme:** The Scheme has the following objectives:

- (a) To allow young academic talent to be associated with the Ministry's work for mutual benefit;
- (b) The "Interns" shall have an opportunity to know about the Government functioning and Regulatory and Developmental Policy issues and contribute in its amendment, if required, by generating inputs such as empirical analysis, briefing reports, policy papers; etc.
- (c) A candidate can apply for the Internship Scheme only once during a financial year.

**2.4 Internship:**

- (i) **Eligibility:** Applicants pursuing Graduation or Post-Graduation or Research Work from any recognized University/Institution within India or abroad shall be eligible.
- (ii) **Period:** The period of Internship shall not exceed 3 months.

Contd....2/-





- (iii) **Experience Certificate:** A Certificate regarding successful completion of Internship shall be issued by the Divisional Head of the concerned Division in the format as available at '**Annexure-II**'. Interns not completing the requisite period will not be issued any Certificate.

## 2.5 Logistics & Support:

Interns will be required to have their own laptops. Ministry & its other formations will provide them working space, Internet facility and other necessities as deemed fit by the concerned Head of Division.

## 2.6 Procedure for Applicants:

- (i) Interested Applicants may apply **online only** in the address link to be indicated in the website of Ministry for internship. Interns must also clearly indicate the area of interest. The interns shall have the option to apply in one Discipline only. In case, any application/applications is/are received for nomination in more than one Disciplines, then it will be the prerogative of the Ministry to nominate the Discipline from the Disciplines mentioned by the intern.
- (ii) At the time of joining on selection, Applicants shall be 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.

## 2.7 Procedure for Selection and Other Modalities of the Scheme:

- (i) All the applications received online will be forwarded to the concerned Heads of Verticals/ Units/Divisions in Ministry and its other formations for further scrutiny and selection. The Divisional Head will formulate an Internal Scrutiny Committee with the composition of other relevant subject expert in the Unit and any other officers and thereafter in consultation with the Internal Scrutiny Committee so constituted within his/her purview will select the Interns on merit basis;
- (ii) The Heads of Divisions/Units can take a maximum of 02 (two) interns per discipline as per Annexure I for Internship at a time. Each Head of Division/Unit can avail a maximum of 02 Interns in the Unit in the specified 22 disciplines. After selection of the candidates, the concerned Division will send the name of selected candidate to the Administration through the portal itself. The decision of the Divisional Head on the proposed selection of a candidate as intern shall be final;
- (iii) Depending upon the number of applications received against a particular domain/area, Ministry reserves 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;

Contd....3/-



- (iv) The concerned Heads of Divisions/Units 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 at the end of their assignment to the Heads of the concerned Divisions/Units about their learning experience;
- (v) Seminars/presentation can be conducted by the concerned Heads of particular Divisions/Units for their interns;
- (vi) The attendance record and the details of work shall be maintained by the Heads of the Divisions/Units;
- (vii) It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Group Heads only;
- (viii) The Applicant would be required to submit the following: -  
Copy of Mark-Sheet/Degree of Graduation/Post-Graduation.
- (ix) Students who are pursuing MSc. Or PGDM from IIFM will be given preference;
- (x) Students / trainees have to be made their own arrangements for boarding/lodging, transportation and stationery, etc.
- (xi) The Students will not have any claim for job in Ministry of Environment, Forest and Climate Change or any other organizations under its administrative control or its other formations;
- (xii) The application must reach to the Under Secretary (P.I) Section within the stipulated period through online portal;
- (xiii) The applications found incomplete or not fulfilling criteria laid down as above will be summarily rejected;
- (xiv) Applications from the applicants who have already completed internship scheme, irrespective of the disciplines, in this Ministry shall not be entertained.

### 3. Stipend disbursement:

The quantum of stipend to be paid to the Interns shall be Rs. 10,000/- (Rupees ten thousand only) per month. No stipend shall be paid if the student leaves the internship before completion of one month. Subsequently, the amount of stipend shall be paid proportionately depending upon the period of internship for the subsequent period of internship. Absence of the Interns from attending the assigned task in the Ministry for more than 3 days in month shall cause deduction of stipend amount equivalent to the number of days in excess of 3 days.

Contd....4/-





**4. Training Schedule:**

Internship shall be conducted twice in a financial year (i) Summer Internship; and (ii) Winter Internship, the time schedule of which shall be made available on the website of this Ministry from time to time.

**5. Selection Criteria:**

- (i) The Applicants shall be selected on "Merit" basis.
- (ii) List of the selected candidates will be displayed on the website of Ministry.

**6. Scheme Review:**

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

**7. Power to Relax:**

Secretary, Ministry of Environment, Forest and Climate Change shall have the power to relax any of the conditions mentioned above.

  
(S.P. Singh)

Under Secretary to the Government of India  
Telephone: 011-20819194

**Distribution:**

1. PS to Hon'ble Minister (EF&CC) / PS to Hon'ble MOS (EF&CC)
2. PPS to Secretary / PPS to DGF & Special Secretary
3. PPS to AS (RS) / PPS to AS (TK) / PPS to AS (NPG) / PPS to AS&FA
4. PPS to ADG (WL) / PPS to Sr. Economic Advisor
5. PPS to JS(MP)/PPS to JS(JT)/PPS to JS(SKB)/PPS to JS(NKS)
6. PPS/PS to CCA
7. PPS/PS to Economic Advisor
7. PPS/PS to Shri Ramesh Kumar Pandey, IGF (FC)
13. PPS/PS to Shri Rohit Tiwari, IG (WL)
14. PPS/PS to Dr. J.R. Bhatt, Scientist 'G'
15. PPS/PS to Dr. S. Kerketta, Scientist 'G'
16. PPS/PS to Ms. Rita Khanna, Scientist 'G'
17. Heads of IROs/Subordinate Offices/Autonomous Organisations/ENVIS (Resource Partners & Hubs).
18. Director (IT)/Deputy Secretary (A)
19. Consultant (IT)/NIC Cell for uploading this order on M/o EF&CC website
20. US (P.II)/US (P.III)/US (Vig.)
21. RTI Cell/Parliament Section/Guard File



<b>Sl. No.</b>	<b>Disciplines</b>
1.	Botany
2.	Marine Botany
3.	Zoology
4.	Chemistry/ Chemical Engineering
5.	Environmental Sciences / Environmental Engineering
6.	Civil Engineering
7.	Geography/ GIS
8.	Eco-system Services
9.	Physics
10.	Geology
11.	Bio-Chemistry
12.	Bio-technology
13.	Fisheries
14.	Mechanical Engineering
15.	Mining Engineering
16.	Wildlife
17.	Environmental Biology/Bio Resource
18.	Biology Sciences
19.	Forestry/Agro-Forestry/ Livelihood
20.	Climate Change
21.	Environmental Law
22.	Public Finance Management
23.	Environmental Science
24.	Forestry

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE  
(To be given on Letter Head)

Dated:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ a student of University/Institute has successfully completed his/her Internship with Ministry of Environment, Forest and Climate Change, Government of India from \_\_\_\_\_ to \_\_\_\_\_. During the period of Internship, he/she worked under \_\_\_\_\_ in the following areas: -

2. He/She 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 programme, he/she was punctual and hardworking.
4. I wish him/her every success in his/her life and career.

(Signature)  
Divisional Head

