

Dated: 2nd December, 2019

ORDER

Subject: - "Internship Scheme" of Ministry of Environment, Forest and Climate Change.

Ministry of Environment, Forest and Climate Change introduces an Internship Scheme for students. This Scheme seeks to engage students with Graduation/ Post Graduation Degrees and Research Scholars enrolled in recognized University/Institution within India or abroad, as "Interns". These "Interns" shall be given exposure to various Divisions/Units of the Ministry. These "Interns", in turn, would be expected to supplement the process of analysing within Ministry through empirical collection and collation of in-house and other information. For the "Interns" the exposure to the functioning of the Ministry 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 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 internship only once during a financial year.

2.4 Internship:

- (i) Eligibility: The Applicant 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.
- (iii) Experience Certificate: A Certificate regarding successful completion of Internship shall be issued by the Division 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 shall 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 for further scrutiny and selection;
- (ii) The Heads of Divisions/Units can take a maximum of 3 (three) interns for Internship at a time. After selection of the candidates, the concerned Division will send the name of selected candidate to the Administration. The decision of the Divisional Head regarding the suitability of a candidate as intern shall be final and binding;
- (iii) Depending upon the number of applications received against a particular domain/area, Ministry reserves the right to fix up 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 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 supervision 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) Student trainee has to make his/her 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 organizations under its administrative control;
- (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 disciplines, in this Ministry shall not be entertained for further internship.

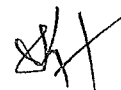
3. **Stipend disbursement:**

The quantum of stipend to be paid to Interns shall be **Rs. 10,000/- (Rupees Ten Thousand Only) per month to all categories**. No stipend shall be paid if the student leaves the internship before completion of one month. Subsequently, depending upon the period of internship, the amount of stipend shall be paid proportionately. Absence of the interns from attending the assigned task in the Ministry for more than 3 days in a month shall cause deduction of stipend-amount equivalent to the numbers of days in excess of 3 days.

4. **Training Schedule:**

Internship shall be conducted twice in a financial year -- (i) Winter Internship and (ii) Summer Internship, the time schedule of which shall be made available in 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, in respect of any deserving candidate.


(S.P. Singh)

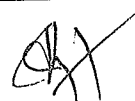
Under Secretary to the Government of India
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17. Consultant (IT)/NIC Cell for uploading this order on M/o EF&CC website
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List of Disciplines

S. No.	Discipline
01.	Botany
02.	Marine Botany
03.	Zoology
04.	Chemistry/Chemical Engineering
05.	Environmental Sciences / Environmental Engineering
06.	Civil Engineering
07.	Geography/GIS
08.	Eco-system Sciences
09.	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



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

