(54)

No. A-33015/2/2016-P.I
Government of India
Ministry of Environment Forest & Climate Change
(P.I Section)

Indira Paryavaran Bhawan,
New Delhi.
Dated: 01.11.2017.

ORDER

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

Ref: This Ministry's Order of even number dated 30.10.2017 on the subject cited above.

The undersigned is directed to state that the address link inviting on line application on the subject scheme is activated w.e.f. **12.00 noon of 01.11.2017**. The eligible applicants are requested to apply online only in prescribed proforma. The link is provided in the Ministry's website (www.moef.gov.in) under Infocus Tab or internship page (164.100.160.232/internship).

2. The last date for acceptance of application is **15.11.2017.**

3. It is stated that the applications complete in all respects shall be accepted.

4. The applicants are directed to upload a passport size recent photograph, copy of Mark Sheet/Degree of Graduation/Post Graduation, a letter from their Supervisor/Head of the Department/Principal indicating their status in institution and No Objection Certificate along with the duly filled in application format.

Sekhar Ranjan Amin

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Distribution :

1. PS to Minister, EF&CC
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19. Director (ROHQ)/Deputy Secretary(Administration)/Deputy Secretary (IT)
20. Consultant (IT)/NIC Cell for uploading this order on M/o EF&CC website.

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Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan, 1st Floor,
Prithivi Wing, Jor Bagh Road,
New Delhi-110 003.

Dated: 30.10.2017.

ORDER

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

This is in supersession of earlier Order of even number dated 20.07.2017 on the above subject. 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 analyzing 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;

(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 offer of internship to the Applicant directly to the selected candidate under intimation 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 have completed 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;

(xiii) The applications found incomplete or not fulfilling criteria laid down as above will be summarily rejected;

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.

4. **Training Schedule**:

Internship shall be conducted twice in a financial year – (i) Summer Internship; (ii) Winter 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.

Sekhar Ranjan Amin

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List of Disciplines

S. No.	Discipline
01.	Botany / Marine Botany
02.	Zoology
03.	Chemistry/Chemical Engineering
04.	Environmental Sciences / Environmental Engineering
05.	Civil Engineering
06.	Geography/GIS/Eco-system Sciences
07.	Physics
08.	Geology
09.	Bio-Chemistry/Bio-technology
10.	Fisheries
11.	Mechanical Engineering
12.	Mining Engineering
13.	Wildlife
14.	Environmental Biology/ Bio Resource
15.	Biology Sciences
16.	Forestry/ Agro forestry/ Livelihood
17.	Climate Change
18.	Environmental Law
19.	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