

**Government of India  
Ministry of Women and  
Child Development**

**Guidelines  
Internship Programme**

**Objective**

The objective of 'Internship Programme' is to translate Hon'ble PM's idea of "SABKASATH, SABKA VIKAAS, SABKA VISHWAAS, SABKA PRAYAAS" for building self-reliant India.

**Eligibility**

Women students, scholars, social activists and teachers from non-tier-I cities and rural parts of India will be eligible for the program. The women students, scholars, social activists, teachers (herein after referred to as interns) need to be enrolled in/associated with any university/ academic/ non-academic institution.

**Age Limit**

21 years to 40 years

**Scope of Activities**

Broadly, this programme is meant to help in orienting the students, scholars, social activists, teachers with the policies and programmes of the Ministry by offering short-term association. The interns may be required to undertake pilot projects/micro-studies focusing on the ongoing activities of the Ministry. The Ministry endeavors from this Programme, a qualitative exposure of the interns to its mandate, specific programmes and policy analysis so as to enable them proactively raise issues concerning women and children on various platforms in future.

Through this Programme, Ministry aims to tap the talent of the interns, giving them opportunity to work for infusing further efficiency in implementation of schemes as also deliberate on its policies through different assignments. The Internship Programme would provide a common platform for meaningful interaction and space for research related to Government programs/initiatives. The interns would be able to contribute to policy formulation by giving inputs in the form of empirical analysis, reporting, policy papers and briefing. This Programme is expected to yield promptness in bridging possible information gaps pertaining to issues and problems of women and children in the country.

Under this initiative, Ministry would provide environment and services to the interns to interact with its functionaries responsible for implementation of different schemes and policy initiatives; interact with other line Ministries and stakeholders who are key role players in the wellbeing and empowerment of women and children in the country.

## **Duration**

The internship programme will be offered in four distinct terms throughout the financial year: May-June, August-September, November-December, and February-March, each with a duration of two months.

## **Number of Interns**

Ministry would take up to 20 interns per batch.

## **Incentives**

- a. Each intern would be provided a lump sum stipend of Rs. 20,000/- per month and reimbursement of travel cost (by Deluxe/AC Bus/3Tier AC Train) for joining of the Programme in the Ministry and return back to home at the end of the Programme. Interns proceeding on tour as part of the Programme would be reimbursed travel cost (by Deluxe/AC Bus/3 Tier AC Train) and DA as per extant GOI rates. The interns would also be awarded a certificate on successful completion of the Programme on terms such as submission/presentation of papers/ reports of the work done.
- b. Interns would be provided hostel facility on sharing basis for the duration of their Programme in Delhi. The hostel facility will only include basic amenities like triple sharing accommodation in each room with attached bathroom, bed (mattress is not included), table, chair and cupboard. Mess charges are not included as part of the accommodation and are to be borne by the intern availing the hostel facility. The hostel facility would be available from 2 days prior to the start of Programme up to 2 days after the end of the Programme.
- c. Interns would be provided necessary logistic support such as seating arrangement, internet facility and stationery items in the Ministry.
- d. The interns would be provided an Internship Coordinator who would be responsible for coordinating entire internship exercise, including networking and communication with other stakeholders.

## **How to Apply**

Prospective interns are required to submit their applications online on the Internship Programme portal <http://wcd.intern.nic.in/>. The applications can be submitted two months prior to the start of the internship, between 1<sup>st</sup> and 10<sup>th</sup> of the month (e.g. 1<sup>st</sup> -10<sup>th</sup> March for May-June, 1<sup>st</sup> -10<sup>th</sup> June for August-September etc.). Any candidate once selected for the internship shall not be eligible to apply for any subsequent term.

## **Selection**

The selection of Interns would be done by a Selection Committee duly constituted for this purpose. Where necessary, Ministry may also invite certain faculty members/ subject experts from universities/ reputed research institutes for the selection process.

## **Furnishing of Undertaking/Declaration**

- a. The selected intern would declare that she understands that offer of

internship by the Ministry is not an offer of job or commitment of any future job; hence the offer of internship would not be used as a claim for that matter.

- b. The selected intern would furnish a declaration of secrecy before reporting for the internship.

### **Termination of Internship**

Ministry would have the right to appraise/ review performance of interns and enforce timely completion of various assignments. It would be desired from the Interns to complete their project activity in time and satisfactorily. In case of non-compliance and non-performance, the Ministry would have right to terminate the internship programme by issuing a notice to concerned intern to this effect.

### **Contact**

For any further details/queries, following officer may be contacted:

Deputy Director (Internship Programme)  
Ministry of Women and Child Development  
Ground Floor, Jeevan Tara Building  
Ashoka Road, New Delhi –110001  
E-mail: mwcd-research@gov.in

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