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Principal Secretary to Government
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Government of Karnataka

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KEA/60/EVN/2018

23.04.2019

Dear Sir/Madam,

Sub: Internship Programme in various departments of Government of Karnataka and at ZP & DC Offices.

Ref: GO. No. PD 21 PSD 2019, Bangalore, Dated: 06.03.2019

1. I am happy to inform you that Government of Karnataka has introduced Internship Programme- first of its kind -in various departments of the Government and at Zilla Panchayat and Deputy Commissioners' offices in the district. The list of domain areas is enclosed herewith. The basic objective is to provide an opportunity to young students and research scholars to get exposure to the functioning of the Government, as add-on experience. The interns are expected to contribute to policy formulation by generating policy inputs through empirical research and analysis. The Internship is on unpaid basis and the period is from minimum six weeks to maximum of two months. The programme is being coordinated by Karnataka Evaluation Authority, Planning, Programme Monitoring and Statistics Department, Government of Karnataka.

It is requested to circulate this information in all Departments concerned, to ask the interested and qualified students and research scholars in your University to apply on-line for the Internship Programme. The details are placed on the Seva Sindhu portal of Karnataka (<https://sevasindhu.karnataka.gov.in>) user manual is also attached herewith.

I solicit your co-operation and support in utilizing this opportunity capacity building of the young students and research scholars in the State/Country/Abroad.

With regards,

Yours Sincerely,

Shalini

Dr. Jogan Shankar
Vice-Chancellor,
Kuvempu University
Shimoga.

Copy to: Prof.H.S.Bhojya Naik, Registrar, Kuvempu University, Shimoga.

GUIDELINES

This programme seeks to engage students Post Graduate or Research Scholars enrolled in recognized University/ Institution within India or abroad, as '*Interns*'.

These '*Interns*' will be given exposure to various Departments/Offices of DC and CEO at district level within Government of Karnataka and would be expected to supplement the process of analysis within Departments through empirical collection and collation of in-house and other information.

For the '*Interns*' the exposure to the functioning of the Government may be an add-on in furthering their future interests.

1.The Internship will be on unpaid basis.

2. The Programme:

- 2.1 The name of the Programme is 'Internship Programme in Government of Karnataka'.
- 2.2 The Programme may be implemented in the Line Departments, Offices of DC and CEO at district level Corporations, Boards, Bodies, and Authorities of Government of Karnataka. A list of domains/areas for which Internship is invited is enclosed as Annexure-A.
- 2.3 Karnataka Evaluation Authority (KEA) shall be the nodal agency for co-ordinating and implementing the Internship Programme.
- 2.4 The concerned Department Secretary shall be the nodal officer internship program in the respective department.

3. Objectives of the Programme:

- 3.1 To allow young academic talents to be associated with Government of Karnataka for mutual benefits.
- 3.2 To provide short term exposure to the '*Interns*' with the implementation of different programs and schemes and functioning of the Government Departments and KEA to promote capacity building of young students and Researchers.
- 3.3 To provoke '*Interns*' to bring in fresh ideas and innovations for redesigning the development programmes and policies and improving the service delivery.
- 3.4 To provide the '*Interns*' an opportunity to know about the Government functioning and Developmental Policy issues in Government of Karnataka and contribute to the Policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers, etc.

4. Internship Procedure & Duration:

- 4.1 Internship shall be available throughout the year based on the requirements of the Government.
- 4.2 **Eligibility:** The applicant should be a Post graduate /Research Scholar from any recognized University/ Academic/Research Institution within India or abroad.
- 4.3 **Period:** The period of Internship shall be at least six weeks but not exceeding two months
- 4.4 **Internship Certificate:** A certificate regarding successful completion of the Internship shall be issued by KEA after the completion of internship period, based on the satisfactory report from the Concerned Department where the internship is completed. 'Interns' not completing the requisite period of Minimum six weeks will not be issued any certificate. The format of the certificate is given in Annexure-B
- 4.5 **Logistics & Support:** Interns will be required to have their own laptops. They will be provided with working space, internet facility and other necessities at work place as deemed fit by the concerned Department.

5. Procedure for Application:

- 5.1 Interested applicants may apply **online only** through the address link to be indicated on the website/ Portal of KEA. The application format is given in Annexure-C
- 5.2 Interns may also clearly indicate the area of interest and the Department/ Offices* where they desire to work. Three areas of interest may be provided in order of preference as per Annexure-A. An Internship Plan with one-page proposal i.e. Statement of Purpose (SoP) to be enclosed along with the application.
- 5.3 A candidate may apply for internship only once during a financial year indicating the period during which the Internship will be taken up. The application will be valid for consideration for the entire financial year in which the application has been submitted.
- 5.4 Curriculum Vitae to be enclosed along with names of two references from the Institution in which they are currently studying/ recently completed the study.
- 5.5 Letters of Reference to be produced when required.
- 5.6 While applying for internship, applicants shall be required to produce a letter from their supervisor/Head of Department/Institution/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.

6. Procedure for Selection and Other Modalities of the Scheme:

- 6.1 All the applications received will be scrutinised at Karnataka Evaluation Authority. KEA shall have the right to decide the eligibility criteria & limit the number of applicants to be taken up as interns for a particular period based on the requirement

- 6.2 The candidates will be selected on the basis of merit and experience in related field as per the expertise requirements of the Departments/Offices*.
- 6.3 The Department Secretaries/Officers of DC and CEO at district level shall send the internship requirement and the list of assignments for Internship during the ensuing year to Karnataka Evaluation Authority every year in the months of February and March. The same will be placed on the web site of KEA as well as the Departments in the month of April every year.
- 6.4 The Departments/Offices can have interns as per their requirement for internship and a supervisor/mentor should be identified by each department/Office* for day to day co-ordination and monitoring of the intern/s .
- 6.5 The Interns will be placed in different Departments/Offices* as per the preferences indicated in the application subject to the availability of positions.

7. Working Conditions &Responsibilities:

- 7.1 Interns will be attached with a Consultant/ Joint Director in each Department/Higher officer in the Office*. She/he will be their supervisor and mentor during the period of Internship.
- 7.2 Interns may also seek guidance from the Subject Experts of KEA.
- 7.3 Interns shall be governed by the rules and regulations of the concerned Department/Office* during the Internship period.
- 7.4 Interns shall follow the policy of confidentiality of the Department.
- 7.5 The attendance record and the details of work supervision shall be maintained by the concerned Department/Office* and the report will be sent to KEA.
- 7.6 The conduct of the interns and their access to data shall be the sole responsibility of the concerned Departments/Offices* Supervisors.
- 7.7 Interns have to seek prior permission of the Department/Office before presenting the work undertaken in the Department on any Academic and/or Public Platforms. Further, they have to give a declaration to the effect that the views expressed in the paper/ Article/ Discussion are the personal views of the Intern and not of the Department/Office*.
- 7.8 No Intern shall interact with or represent the Department/Office to any media (Electronic as well as print media)
- 7.9 Internship is neither a job nor an assurance of a job with the Department.
- 7.10 Interns shall be required to submit a brief report/paper at the end of their assignment to the Department/Office* about the project in which they worked and their learning experience. They may be asked to present their work, if required.

7.11 The report will be reviewed by the concerned Department/Office* and will be graded accordingly. The format for grading is enclosed as Annexure-D. The assessment report with grading will be sent to KEA from the concerned Department/Office* within a week of completion of internship.

7.12 On the termination of Internship period or in case of early withdrawal, the Intern shall handover all the documents, papers, equipment, assets, ID card and any other items to the concerned Department/Office* and obtain a 'No Dues' Certificate.

8. Responsibilities of the Supervisor/ Mentor:

- 8.1 Introduction of the Intern with the Department/Office* Staff and functions of the Department.
- 8.2 Providing an assignment/ study to the Intern and approve the work plan.
- 8.3 Setting the stage specific targets for timely completion of the assignment and monitor the progress.
- 8.4 Continuous supervision of the work of the Intern.
- 8.5 Submit the internship report to the Nodal Officer and Secretary of the Department/Office* after completion of the project/ assignment for forwarding it to KEA before the intern is relieved.

9. Programme Review:

The Governing Body of KEA reserves the right to review the Programme at any time. The Programme so reviewed will be placed on the website/ Portal of KEA and the Concerned Department.

10. Relaxation:

Principal Secretary/Secretary to Government, Department of Planning, Programme Monitoring & Statistics shall have the power to relax any of the conditions mentioned above in respect of any deserving candidate.

Office* refers to Offices of DC and CEO at district level


(B.N.SUMATHI)

Under Secretary to Government,
Planning, Programme Monitoring &
Statistics Department, Government of
Karnataka, Bengaluru

ANNEXURE-B

**APPLICATION FOR INTERNSHIP PROGRAMME
IN GOVERNMENT OF KARNATAKA**

1. Name:
2. Address for correspondence:
(With contact No)
3. Email address:
4. Date of Birth:
5. Gender:
6. Educational Qualifications:
(Starting from SSLC onwards)

Sl. no	Name of the Board/University/College/Institute	period	Year of passing	Division Obtained With percentage	Subject

7. Course/s presently pursuing:
8. Duration of Course & Semester:
9. University:
10. Whether Letter from the present Institution indicating his/her status with no objection certificate enclosed:
11. Preference for internship period:
12. Preference for Department/Offices of DC & CEO Government of Karnataka:
13. * Area/Sectors of interest in which internship is preferred:
(Indicate 3 options)
14. Statement of Purpose (SoP):
(Proposal for Internship).
15. Why do you want to join the internship?
[A brief note not exceeding 50 words]

ANNEXURE-A

Domain/Areas for Internship programme in Government of Karnataka

1. Health & family Welfare
2. Primary, Secondary and Higher Education
3. Women & child Development
4. Social Welfare
5. Agriculture, Animal Husbandry, Fisheries, Veterinary & Allied
6. Rural Development and Panchayat Raj
7. Backward Classes & Minorities
8. Food & Civil Supplies
9. Water Resources & Irrigation
10. Forest, Ecology, Environment & Climate Change
11. Urban Development
12. Energy
13. Transport
14. Labour
15. Skill Development
16. Industry and commerce
17. Planning
18. Finance
19. Law
20. Housing
21. Mining & Geology
22. Public Works
23. E-Governance
24. Kannada & Culture
25. Tourism
26. Science & Technology
27. Information Technology and Bio Technology (ITBT)
28. Office of the Deputy Commissioner at district level
29. Office of CEO, Zilla Panchayat

16. Two References**

Date:

(Name & Signature)

Please refer to Internship

guidelines and forward the application along with curriculum Vitae and a letter from your institution.

Note: Application should be filled by typing in above format only. No other format will be accepted. Application filled by hand will not be accepted.

*Indication of options does not reserve any right for offering internship in the same sector/ Department/Office. Allocation of the desired sector will be subject to availability.

** Reference Letters will have to be produced if required.

ANNEXURE -C

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Date: _____

(TO WHOMSOEVER IT MAY CONCERN)

CERTIFICATE

This is to certify that <Mr./Ms.> _____ a student of _____ <University/Institution> has successfully completed <his/her> Internship in the Department/ Office of _____, Government of Karnataka, from the period _____ to _____. During the period of Internship, he/she worked under _____ in the following areas.

(i)

(ii)

<He/She> has submitted a satisfactory report on the assignment _____ given for internship and is awarded _____ Grade.

During the period of <his/her> internship <he/she> was punctual and hard working. I wish <him/her> every success in <his/her> life and career.

Chief Evaluation Officer
Karnataka Evaluation Authority
Government of Karnataka

ANNEXURE -D

GRADING OF THE INTERN REPORT

1. Name of the Intern:
2. Name of the Department/Office:
3. Title of Assignment:

S.No	Criterion	Excellent	Very Good	Good	Average	Remarks
1	Conceptual Clarity about the Assignment					
2	Collection of data and study material					
3	Analysis of data and interpretation					
4	Presentation of the Report					
5	Conclusions & Suggestions					
6	Utility of the report by the concerned Department					

Overall Grading: A+ - Excellent
 A - Very Good
 B - Good
 C - Average

Signature of the Supervisor/Mentor