



No. 39/2/NCST/2018-Admn.
Government of India
National Commission of Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated:10-8-18.....

To,

Directors/Assistant Directors/Research Officers,
National Commission for Scheduled Tribes,
Regional Office-Bhopal, Bhubaneswar, Jaipur, Shillong, Raipur and Ranchi.

Sub: Internship guidelines of National Commission for Scheduled Tribes.

Sir/Madam,

I am directed to refer to the above mentioned subject and ^{to} forward a copy of Internship Guidelines of National Commission for Scheduled Tribes for information and necessary action.

Yours faithfully,

(R.K. Dubey)
Assistant Director (Admn.)



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INTERNSHIP GUIDELINES OF NATIONAL COMMISSION FOR SCHEDULED TRIBES

1 Object and Purpose:

1.1 The National Commission for Scheduled Tribes (NCST) is set up under Article 338A of the Constitution for protection, welfare, development and advancement of Scheduled Tribes (STs) in the country. The Commission has mandate to investigate and monitor all matters relating to the safeguards provided for STs under the Constitution or under any other law in force or under any order of the Government and to evaluate the working of such safeguards. The Commission is also empowered to enquire into specific complaints with reference to deprivation of rights and safeguards of the STs. It is also the duty of the Commission to participate and advise on the planning process of socio-economic development of the Scheduled Tribes and also to evaluate the progress of their development under the Union and any State.

1.2 The Commission is required to present to the President annually and at such other times as the Commission may deem fit, reports upon the working of those safeguards. The Commission also makes in such reports recommendations as to the measures that should be taken by the Union or any other State for the effective implementation of those safeguards and other measures for the protection, welfare and socio-economic development of STs.

1.3 Several academic institutions and young scholars have expressed a desire to contribute to safeguarding tribal rights. NCST is of the view that an Internship Programme will ensure interaction of the Commission with young Indian scholars with brilliant academic background from reputed academic institutions in the country and abroad.

1.4 Interaction with young scholars will provide fresh ideas and research support from the field of academics. At the same time, the Commission will act as a platform and provide an

opportunity to young scholars to contribute towards tribal issues of national importance and also provide an insight into working of a Constitutional Body.

2. Short Title and Commencement:

- (a) These guidelines may be called NCST Internship Guidelines 2018.
- (b) These guidelines shall come into force with immediate effect.

3. Definitions:

3.1 Unless the context requires otherwise, the following words/phrases shall have the meaning attributed to them in these guidelines:

- (a) "Commission" means National Commission for Scheduled Tribes including its Regional Offices.
- (b) "Sponsoring Institution" means the Academic Institution, in which the applicant is currently studying or has recently passed out from
- (c) "Applicant for Internship" means a person, who wants to work for mutual benefit with the Commission on a full-time basis with the sole purpose of enriching his/her knowledge in the area of expertise.
- (d) "Area of Expertise" means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

4. Eligibility:

- (a) Indian students from recognized Universities in India or abroad who have secured at least 60% marks in the last held degree or certificate examination and:
who have completed education under 10+2+3 pattern of education i.e. students who have completed 15 years of formal education
Or
who are pursuing 4th or 5th year in the integrated degree course or dual degree of 10+2+5 pattern of education
Or
who have completed 2nd year of Social Science course in any IIT or NIT.
Or
who have completed 2nd year in the law degree course from National Law Universities.
Or
who are pursuing M.A. in Social Works/MBA in any recognized national institutional.

- (b) The qualifications may be relaxed in deserving cases based on the needs of the Commission on the recommendations of Secretary, NCST and prior approval of Chairperson.
- (c) Possessing minimum qualifications as above shall not guarantee Internship in NCST. Candidates have exposure in the area of intended internship with good academic background and having higher qualification, based on need, shall be given preference.

5. How to apply:

- (a) Interested and eligible students must send their applications, CV, areas of work interest along with two references in the prescribed application form as per proforma at Annexure.I. These applications need to be sponsored by the Institution of the candidate seeking internship. From time to time, the Commission may also put out notice on its website regarding Intern applications.
- (b) In case a candidate is willing to pursue his/her internship in a specific Regional Office, the application/CV may be sent by post or submitted to the Regional Office concerned.
- (c) Regional Offices/Headquarter can also identify interns for specific areas based on enquiry from academic institutions.

6. Selection:

- (a) After the preliminary scrutiny regarding eligibility, the applications of shortlisted candidates will be placed before the Committee constituted for selection. In case of Regional Offices, the shortlisted applications will be forwarded to Regional Offices keeping in view the preference of location of candidates.
- (b) Selection Committee at Headquarters as well as at ROs will be constituted with the approval of Secretary, NCST.
- (c) The Selection Committee may conduct personal or telephonic or skype interview, if required. No TA/DA shall be paid to candidates for attending the personal interview.
- (d) In case any relaxation is required the same shall be placed before Secretary, NCST for approval.

7. Duration of Internship:

- (a) The minimum duration of internship shall be of eight weeks/two months extendable up to three months, depending upon the requirement of the Commission and the time the intern is willing to spend with the Commission.
- (b) Extension beyond three months shall be permitted only in exceptional cases on the recommendations of Secretary (NCST) with prior approval of the Chairperson, NCST.

8. Code of Conduct:

8.1 The Intern appointed by the Commission shall observe the Code of Conduct of NCST which shall include, but will not be limited to, the following:

- (a) The Intern shall follow the Rules and Regulations of the Commission that are in general applicable to employees of the Commission.
- (b) The Intern shall follow the confidentiality protocol of the Commission and shall not reveal to any person or organization confidential information of the Commission, its work and its policies.
- (c) Interns may, with the prior permission of the Commission, present their work to academic bodies and at seminars and conferences.
- (d) Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of the Commission.
- (e) Interns will follow the advice given to them by the Commission regarding representations to third parties.
- (f) No Intern shall interact with or represent the Commission to the media (print and electronic).
- (g) Interns will conduct themselves professionally in their relationship with the Commission and the public in general.

9 Placement:

- (a) The Interns would be attached with one of the Members or Officers of the NCST as Mentor.
- (b) The internship is neither a job nor an assurance of a job with the Commission.

10. Submission of Paper:

- (a) Work plans and work schedules shall be developed by the supervisor and the Interns shall invariably adhere to the same.
- (b) The Interns will be required to submit a Report/Paper on the work undertaken at the end of the internship to the respective Mentor which shall be countersigned by the concerned Member at Regional Office/Headquarter as acceptance of successful completion of Internship.

11. Token Remuneration:

- (a) Interns will be paid a token remuneration @ Rs.15,000/- for four weeks/per month per intern.

- (b) Interns who are taken in after relaxation to the qualification outlines in para 4(b) shall not be paid any remuneration.
- (c) The remuneration shall be paid after the successful completion of internship programme on submission of Report duly accepted and countersigned by the Mentor at Headquarter/ Regional Office.

12. Certificate of Internship:

12.1 Certificates will be issued by the Headquarter to the Interns on the completion of Internship and submission of Report duly countersigned and accepted by the competent authority.

13. Termination:

- (a) The Commission may disengage from the Intern if the Commission is of the view that the services of the Intern are no more required.
- (b) The Commission may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- (c) If the intern decides to disengage from the Commission, he/she should provide two weeks' prior notice. However, the Commission in certain cases, particularly interns who plan to stay for more than 2 months, prescribe a notice period of up to one month. Notice period may be waived from time to time by the supervisor depending on the role of the Intern.
- (d) Upon termination, the Intern must hand over to the Commission any papers, equipments or other assets which have been given to the Intern by the Commission in course of his/her work with the Commission. This will include any gadgets or ID Cards which may have been issued to the Intern.
- (e) If it comes to the notice of the Commission that the person whose services have been terminated by the Commission continues to act in a manner which gives an impression that he/ she is still working for the Commission, the Commission shall be free to take appropriate legal action against such person.

14. Power to remove difficulties:

14.1 The Chairperson or Secretary, NCST shall have the power to remove any difficulty in the way of implementation of these guidelines.

15. The Guidelines are issued as per delegated powers to the National Commission for Scheduled Tribes vide D.O. No. 23 (1)/E. Coord/2017 dated 04.12.2017 of Secretary Expenditure, communicated vide UOI note dated 14.06.2018 of NCST division in Ministry of Tribal Affairs.



(R.K. Dubey)

Assistant Director (Admn.)

APPLICATION FOR INTERNSHIP IN NATIONAL COMMISSION FOR SCHEDULED TRIBES.

1.	Name of the Applicant				
2.	Name and Address of the Sponsoring Institution with contact details (including e-mail/fax)				
3.	Date of Birth (MM/DD/YYYY)				
4.	Gender				
5.	Educational Qualifications	Graduation	Post-Graduation	Any other	Any other
	Degree				
	Subject				
	Institute				
	Place				
	Year of passing				
	%age of marks				
6.	Period of Internship		From Date	To Date	
			Option 1	Option 2	
7.	Place of internship with NCST at Headquarter or Regional Office.				
8.	Please specify the area of expertise, in which internship is intended.				
9.	Respective years of experience				
10.	Any other				
11.	Total years of experience				
12.	Contact details	Phone prefix STD Code	Cell No.	Address	E-mail ID
13.	Applicant to write in Max 75 words as to why he/she would like to engage in Inernship with NCST and also how NCST will benefit from his/her working.				
14.	Projects undertaken				
15.	Subject preferences				
16.	Current Research (for research students only)				
17.	Two References and their contact details.				
18.	Recommendation of the Sponsoring Institution with specific comments.				

Seal and signature of the Sponsoring
Institution.

Signature of the Applicant
Name: _____