

# INTERNSHIP SCHEME OF PANCHAYAT & RURAL DEVELOPMENT, ASSAM

## ABOUT THE P&RD'S INTERNSHIP SCHEME

Panchayat & Rural Development, Assam, a Government Organisation, is to strengthen community-led development initiatives to achieve positive social, economic and environmental change across rural areas of Assam. Panchayat & Rural Development, Assam is also implementing Social Assistance Programmes for Senior Citizens, Widows, Divyangjan and housing programme for houseless poor families of rural areas of Assam.

The objective of the internship program at Panchayat & Rural Development, Assam is to provide a platform for short-term exposure by giving projects/projects supported tasks/studies useful and relevant to the Commissionerate of Panchayat & Rural Development, Assam. As well as for harnessing fresh energy and ideas towards Panchayat & Rural Development in Assam. It will provide hands-on experience to interns on the real challenges faced in various facets of rural development. During the internship, interns can put to use their academic learning in real-life contexts.

## BENEFITS TO INTERNS

The internship program offers the opportunity to :

1. Experience living and working in rural communities
2. Apply knowledge from the classroom to the workplace
3. Gain professional work experience
4. Explore potential career paths
5. Develop career readiness skills
6. Participate in community engagement activities
7. Work collaboratively with experienced professionals from 34 districts
8. Gain a deeper understanding of rural development initiatives and the impact of the programmes implemented by the Commissionerate of Panchayat & Rural Development, Assam
9. Contribute through research outputs

## TOTAL SEATS

Total number of seats is 40 (34 seats for Zilla Parishads/DRDAs/Blocks & 6 seats for the CPRD) against the programmes (*Pradhan Mantri Awaas Yojana-Gramin, Mahatma Gandhi NREGA, Fifteenth Finance Commission Grants, Shyama Prasad Mukherji Rurban Mission*) implemented by the Commissionerate of Panchayat & Rural Development, Assam.

**Domain / Area :** Architecture/ Civil Engineering / Agricultural Engineering/ Computer Science and Engineering / Data Science and Artificial Intelligence / Rural Technology / Horticulture / Agroforestry / Watershed Management / Remote sensing / Geospatial Sciences / GIS / Social Work (Livelihoods/Community Organisation & Development) / Mass Communication

(i) Graduate students having completed / appeared in the term end exams of first year/ 2nd semester of their post graduate programme or perusing research/ PhD and secured not less than 70% or equivalent marks in Graduation.

(ii) The students who have appeared in the final exam or just completed Graduation / Post Graduation and walking for admission for higher studies may also be considered for internship provided that they have secured 70% or more cumulative marks in all the years/ semesters of their Graduation / Post-Graduation till the date of application.

(iii) Possess an excellent command of English and Assamese or any other official language of Assam.

Depending upon the number of applications received against a particular domain / area, Commissionerate of Panchayat & Rural Development, Assam 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.

The selected applicant has to produce original mark sheets and NOC from the college/Institution at the time of joining, failing which his/her candidature shall be cancelled.

Commissionerate of Panchayat & Rural Development, Assam will announce the assignments on the Internship Scheme web portal and candidates will be able to choose assignments of interest. Eligible candidates may apply through the Internship Scheme web portal. Commissionerate of Panchayat & Rural Development, Assam will evaluate applications based on : eligibility requirements, relevance of academic study and work experience, if any; and the level of interest and motivation to contribute to development activities/work.

Only shortlisted candidates will be contacted.

Indian Institute of Technology -Guwahati, National Institute Of Technology -Silchar, Tezpur University, Central Institute of Technology -Kokrajhar, Indian Institute of Information Technology -Guwahati, Engineering Colleges under Assam Science and Technology University(ASTU), Tata Institute of Social Sciences -Guwahati, Assam Agriculture University and other universities of Assam may also nominate Interns/Students from the above mentioned Domain / Area.

#### SCHEMES/ PROGRAMMES FOR THE INTERNS

Interns will be placed/ engaged in the scheme/programme such as Mahatma Gandhi NREGA, Pradhan Mantri Awaas Yojana-Gramin, Fifteenth Finance Commission Grants, Shyama Prasad Mukherji Rurban Mission, etc.

#### IMPLEMENTATION OF THE SCHEME

The entire process of the Scheme will be done through the Internship Scheme web portal.

i. The scheme shall be implemented for 12 weeks .

ii. The Scheme is extended to Commissionerate/Zilla Parishads/DRDAs/Blocks by restricting the number of seats to 40.

iii. On selection of the Interns, Commissionerate/Zilla Parishads/DRDAs/Blocks may assign 'one topic to each Intern' as identified and may advise the intern to commence the study/project as per timeline.

iv. The selected Interns would undergo one-week orientation programme to ensure a successful and meaningful internship experience covering brief introduction on Panchayat & Rural Development's operations, methodology, collection of raw data, data analysis and interpretation, presentation of draft report, etc.

v. A suitable officer from Commissionerate/Zilla Parishads/DRDAs/Blocks will be designated as a Mentor to oversee the implementation and monitoring of the scheme.

vii. The Interns would ensure quality of the report, etc. after its thorough review, editing, and vetting before finalization and submission to the Commissionerate. The mentors would ensure that the chapter on 'Summary and Recommendations' should clearly bring out major findings and recommendations from the study report.

viii. On satisfactory completion of the internship by the interns, the Commissioner, Panchayat & Rural Development, Assam will issue a certificate of Internship to the Interns with a copy to the college/university, if necessary.

#### UNDERTAKING BY INTERNS

The selected Interns shall have to give an undertaking to Panchayat & Rural Development, Assam stating that he/she will have no right/claim on the report submitted by him/her to the Commissionerate after completion of the assignment except submission to his/her university/institute. The Panchayat & Rural Development, Assam shall be free to use the same in the manner considered appropriate by it. However, the intern may publish a research paper on their report giving due credit to Panchayat & Rural Development, Assam along with a disclaimer on contents of the paper in favour of Panchayat & Rural Development Department, Govt. of Assam.

#### OATH OF SECRECY BY INTERN

The interns shall also give a declaration that he/she will maintain complete secrecy and shall not use any information of confidential nature for any other purpose that might come to his/her knowledge during the period of assignment under the Scheme.

#### MONITORING OF THE SCHEME

i. The Scheme would be closely monitored by respective offices and the entire assigned task in regular

intervals should be submitted in prescribed format through Internship Scheme web portal.

ii. The particulars in respect of the interns who have taken up the study, to be uploaded on the portal in the prescribed format and timelines.

iii. Commissionerate/Zilla Parishads/DRDAs/Blocks would review the progress regularly after implementation of the Scheme.

#### COMPLETION OF TASKS AND INTERNALIZATION OF THE OUTCOME

i. Interns need to update assigned task like uploading of Synopsis, Questionnaire, Study Report, Summary Report, and PPT duly approved by the Mentor on portal from time to time. Entire process needs to be completed within the period of internship.

ii. A detailed report on the major findings, follow-up action initiated, suggested, issues requiring policy initiatives by the Government, may be uploaded to portal along with comments of the Commissionerate in the form of soft copy only within 15 days of submission of reports by the Interns.

#### DISCLAIMER FOR EMPLOYMENT

It is made clear to the Interns that Internship with the Commissionerate of Panchayat & Rural Development, Assam is neither an employment nor gives any claim to employment in Commissionerate of Panchayat & Rural Development, Assam in future.

