

No.PD/NERLP/2013-14/339/529.
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

Regional Project Management Unit
House No-102, Dilip Huzuri Path
Guwahati 781006
Dated: 22.11.2017

Office Memorandum

With approval of the Competent Authority, an Internship Policy Paper for North East Rural Livelihood Project is attached for the information and guidance of all staff concerning Internship placement at RPMU and DPMU. A screening committee may be formed at both RPMU and DPMU levels for inducting interns. All the District Project Managers are requested to inform RPMU on the due process followed as and when interns are inducted.

Handwritten signature in blue ink and the date 22/11/17.

Chief Operating Officer
NERLP, Guwahati

Copy to:

1. Project Manager (all).
2. Assistant Project Manager (all).
3. District Project Manager (all).

**INTERNSHIP POLICY FOR THE
NORTH EAST RURAL LIVELIHOOD PROJECT (NERLP)**

(GUIDELINES AND APPLICATION FORMAT)

I. OBJECTIVE

To provide an opportunity to college/university students and out of college young professionals (not in any job) in the areas of Community Development, Institution Development and Management, Economics, Agri-business, Marketing, Value chain development, Statistics, Business Management, Micro Finance, Media etc. to help them get a hands-on practical experience that supplement their college and university classroom knowledge and prepare them for their future careers, while at the same time they assist NERLP in project implementation, monitoring, survey etc.

Hence internship shall be viewed as a 'Give and Take' arrangement.

II. ELIGIBILITY CRITERIA AND EDUCATIONAL QUALIFICATIONS

Students of recognized Colleges and Universities in India undergoing/ undergone graduation/post-graduation/professional courses and who needs a hands-on practical experience in the field may apply for internship with NERLP on prescribed format along with their CVs.

Students and professionals with placement offers in hand are not eligible.

III. INTERNSHIP

1. An intern may be placed at the Regional Project Management Unit (RPMU), Guwahati or at District Project Management Unit (DPMU) in the 11 project districts of four states of Mizoram, Nagaland, Sikkim and Tripura.
2. A screening committee of three Officials at RPMU will review and recommend acceptance of the interns. (COO, Admin., SDP)
3. Interns will be engaged in on-going programmes for monitoring, surveys, capacity building activities, data and reporting management etc. of NERLP.
4. Interns may be supported with travel costs to assigned duties outside office and to project sites during the course of the internship period. No stipend and other benefits would be applicable to interns.
5. Interns shall be attached with a NERLP staff who will assign different tasks and guide, coordinate and monitor the activities of the Intern(s).



IV. SCOPE AND DURATION

Internship cannot be less than one month and not more than three months' duration. A certificate of completion will be issued to the interns at the end of the internship period in the format as **annexure II**.

Interns will follow the rules and regulations of the NERLP during the period of internship and observe its working hours.

Applications for leave of absence from working days are normally not entertained except on health ground. Absence during working hours may result in compensating such absence by extension of the agreed duration of internship period.

The internship may be discontinued anytime if the performance of the intern is not found satisfactory or has been absent without authorization of the NERLP.

V. BENEFITS

No stipend will be paid to the interns. The interns should also manage their own accommodation and living expenses during the course of internship. However, travel costs for assigned duties to visit projects sites or attend delegated meetings etc. may be covered by NERLP.

VI. HOW TO APPLY

Interested candidates may apply in the prescribed format given in **Annexure I**. Applications on any other format will not be considered. Applicant must indicate where he/she wants to do the internship i.e; either at RPMU or specific DPMU.

Each application from a student should include recommendation of the HOD/Registrar of the Academic Institution, where the candidate is pursuing studies. Applications received without recommendation will be rejected.

Out of college young professionals (not in any job) must submit a recommendation from a reputed agency/dept. head in their field.

Application in the prescribed format complete in all respects along with a CV and passport photo can either be sent by post or scanned and emailed to apm.hrm.nerlp@gmail.com / nerlp.coo@gmail.com

