

**NM-16/4/2021/-Nai Manzil-MoMA**  
**Government of India**  
**Ministry of Minority Affairs**  
**(Skill Division)**

**Internship Guidelines of Skill Division, Ministry of Minority Affairs**

**1. Object and Purpose:**

- a. The Ministry of Minority Affairs was carved out of the Ministry of Social Justice & Empowerment and created on 29th January 2006 to ensure a more focused approach towards issues related to the notified minority communities. The mandate of the Ministry includes the formulation of overall policy, planning, coordination, evaluation, and review of the regulatory framework and development programs for the benefit of the minority communities. This Ministry implements demand-driven skilling schemes which best fit the marginalized and vulnerable youth from the six notified minority communities. The Ministry has a strategic institutional memory of working with Minority communities, which requires them to factor in their beliefs and perspective to the world. It is imperative that to harness the real population dividend of India today we need all hands on the deck.
- b. Today, the country has formulated policies and visions of ‘Aatma Nirbhar Bharat’ and ‘Make in India’ to accelerate growth. The governance structure the people out of the poverty caused by two centuries of colonial rule. 138 million people have been lifted above the poverty line (for the period of 2005-2012) but there are certain sections of the society, majorly from amongst the minority communities in the country, who have not been able to ride the benefit of the economic growth. They have been unable to capitalize on the welfare schemes due to a lack of understanding of their rights and welfare measures designed for them. This has led to limited opportunities and unequal social and economic growth opportunities among the minority community. This is more prevalent especially among the Muslims (constituting about 72.92% of the overall minority population) whose participation in the labor force is low, which leads to limited earning and livelihood opportunities. The main reason behind this is a low education and skill development amongst certain communities, particularly concentrated in certain geographies of the country. The indicators of other minority communities are found to be slightly better, but with the expanse of the country and diversity of the regions, there are certain imbalances and disparities.
- c. No reliable and complete data about the socio-economic status of the Minority communities, which constitute over 20 percent of India’s total population, is available. In the absence of this, it becomes difficult to examine various social and economic infirmities from which the minorities are suffering. Nevertheless, information has been collected from academic works, NSSO, NFHS-2 Survey and Census, 2001. The Muslims who constitute the largest Minority Community comprising 13.43 percent of the total population and 72.92 percent of Minorities population of the country is reported to be one of the most marginalized and deprived communities in India in terms of economic, health, and educational indices<sup>[1]</sup>
- d. The Skill Division of the Ministry of Minority Affairs implements schemes to reduce vulnerability and produce conscious citizens that would contribute to the process of Nation Building. The Schemes such as *Seekho Aur Kamao*, *Nai Manzil*, and *Nai Roshni* are all an attempt to promote the motto of the Government of India of ‘*Sabka Sath – Sabka Vikas – Sabka Vishwas*’
- e. Several academic institutions of repute and young scholars have expressed their desire to contribute in the best of their capacities to these schemes of the Ministry. The Skill Division is of the view that an internship programme will ensure the interaction and cross-learning of the

division and the young Indian scholars with distinguished academic backgrounds from recognized academic institutions in the country and abroad.

- f. Interactions with young Scholars will provide fresh ideas and research support from the field of academics. At the same time will provide an opportunity for young scholars to contribute towards projects of national importance and provide an insight into the working of the Government.
- g. This would enable the young talent to harbor skills of policy visioning, strategic scheme implementation, and monitoring. These skill sets would enable them to take up knowledge pursuit in fields of higher studies, competitive bureaucratic examination, and policy research.

## **2. Short Title and Commencement:**

- a. These Guidelines may be called Internship Guidelines, Skill Division, MoMA 2021
- b. They shall come into force with immediate effect on the approval of the Competent Authority

## **3. Definitions:**

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

- a. 'Ministry/MoMA' means Ministry of Minority Affairs, Government of India.
- b. 'Sponsoring Institution' means the Academic Institution, in which the applicant is currently studying or has recently passed out.
- c. 'Applicant' is a person, who wants to work for mutual benefit with the Ministry on a full-time basis with the sole purpose of enriching her/his knowledge in the areas of expertise.
- d. 'Area of Expertise' means the subject or area in which the Applicant possesses the expertise and wants to enrich it further as mentioned in Annexure II.

## **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:

Who have completed education under 10+2+3 pattern of education i.e. students who completed 15 years of formal education

Or

Who are pursuing 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> year in integrated degree course or dual degree of 10+2+5 of education.

Or

Who are 2<sup>nd</sup> years of Masters/PGD in the premiere institutions/colleges of high repute of the country.

- b. The qualification may be relaxed in deserving cases based on the needs of the Ministry on the recommendation of the HOD of the Skill Division, MoMA.

- c. Possessing minimum qualifications as above shall not guarantee an internship in the Ministry. Candidates having exposure in the area of intended internship with good academic background and having higher qualifications based on need shall be given preference.

## **5. How to apply**

- a. Interested and eligible students must send their CV along with areas of work interest in the prescribed application form. These applications need to be sponsored by the institution of the candidate seeking an internship. From time to time, the Ministry may also put out a notice on its website requesting intern applications.

## **6. Selection:**

- a. After the preliminary scrutiny regarding eligibility, the applications of shortlisted candidates will be placed before the committee constituted for the selection.
- b. The Selection Committee will be constituted with the approval of the Secretary, MoMA consisting of nominated representatives.
- c. The selection committee may conduct personal or telephonic interviews 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 the Secretary, MoMA for approval.
- e. Each tenure will lead to the placement of at least 10 interns under various divisions/verticals/units of the ministry.

## **7. Duration of Internship:**

- a. The minimum duration of the internship shall be of eight weeks/two months, extendable up to three months, depending on the requirement of the Authority and time the intern is willing to spend with the Authority.
- b. Extension beyond three months shall be permitted only in exceptional cases on the recommendations of the nominated official of the HOD and with prior approval of the AS/JS.
- c. The maximum duration of internship for students shall be six months.
- d. Interns not completing the requisite period will not be issued any certificate from the ministry.

## **8. Code of Conduct**

The Intern appointed in the division of the Ministry shall observe the Code of Conduct of MoMA, which shall include but will not be limited to, the following:

- a. The Intern shall follow the rules and regulations of the Ministry that are in general applicable to employees of the Authority.
- b. The Intern shall follow the confidentiality protocol of the Ministry and shall not reveal to any person or organization confidential information on the Authority, its work, and its policies.
- c. With the Ministry's prior permission, Interns may present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to this Ministry cannot be revealed under any circumstances.
- 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 Ministry.

- e. Interns will follow the advice given to them by the Ministry regarding representations to third parties.
- f. In general, an Intern may not interact with or represent the Ministry vis-à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Ministry depending on the nature of their roles and responsibilities.
- g. No Intern shall interact with or represent the Ministry to the media (print and electronic).
- h. Interns will conduct themselves professionally in their relationship with the Ministry and the public in general.
- i. During the internship process, the interns should maintain at least 75% attendance. In case of less than 75% attendance, no extension of the internship period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the ministry.

#### **9. Placement:**

- a. The interns would be attached to the O/o of AS/JS in charge of the Skill Division.
- b. The internship is neither a job nor an assurance of a job with the Ministry.

#### **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 official as nominated by AS/JS which shall be countersigned by the concerned Under-Secretary at the headquarters as acceptance of successful completion of Internship.

#### **11. Token Remuneration:**

- a. Interns will be paid a token remuneration @ Rs. 15,000/- four weeks/per month per intern.
- b. Interns who are taken in after relaxation to the qualification outlined in para 4 (b) shall not be paid any remuneration.
- c. The remuneration shall be paid after the completion of the Internship on submission of the Report duly accepted by the AS/JS in charge of the Division and countersigned by the US (Skills) on the recommendation of the mentoring official as nominated by the AS/JS of the Skill division.

#### **12. Certificate of Internship:**

- a. Certificates will be issued to the interns on the completion of the Internship and submission of the Report duly countersigned and accepted by the competent authority as stated above in para 9 (ii).

#### **13. Termination:**

- a. MoMA may disengage from the Intern if the Ministry is of the view that the services of the Intern are no more required.
- b. The Ministry 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 Ministry, he should provide 2 weeks' prior notice. However, the Ministry may in certain cases, particularly interns who plan to stay for more than 2 months, prescribe a notice period of up to one month. The 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 Ministry, any papers, equipment, or other assets which might have been given to the Intern by the Ministry in course of his work with the Ministry. This will include any badges or ID Cards that may have been issued to the Intern.
- e. If it comes to the notice of the Ministry that the person whose services have been terminated by the Ministry continues to act in a manner that gives an impression that he/she is still working for the same, the Ministry shall be free to take appropriate legal action against such person.

#### **14. Power to Remove Difficulties:**

Chairperson or his appointed representative shall have the power to remove any difficulty in the way of the implementation of these guidelines.

**APPLICATION FOR INTERNSHIP WITH MINISTRY OF MINORITY AFFAIRS**

1. Name of Applicant:

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2. Father's Name:.....

3. Date of Birth  
(DD/MM/YYYY).....

4. Gender.....

5. (a) Present  
Address.....

(b)Permanent Address .....

6. Name and Address of Sponsoring Institution.....

7. Contact No.....

8. Email Address .....

9. Academic Qualification (including professional and technical qualification, if any)

S.No.	Qualification	Degree	Board/University	Subjects Studied	Year of Passing	Marks or Percentage Obtained

10. Experience Details (including previous internships, if any)

S.No	Name of Organisation	Department	Position Held	Duration (from-to)

11. Please specify the area of expertise, in which the internship is intended.....  
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12. Declaration:

I declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/internship is liable to be canceled or terminated.

Signature of the Applicant

(NAME OF THE APPLICANT)

Date.....

Place.....

**Note: The following documents should be sent along with the duly filled Annexure I**

- 1. A copy of each of the certificates duly self-attested in support of relevant information given in Annexure I.**
- 2. Applicants are required to also submit a document stating ‘Why they would like to engage in the internship with the Ministry of Minority Affairs and also how MoMA will benefit from their working’ in not more than 100-150 words.**

## **Annexure-II**

### **Areas of Interest Available for the Internship**

1. Data Management and Analysis
2. Human Resource Development
3. Communication and Social Media
4. Program Monitoring and Evaluation
5. Video Editing and Graphic Designing
6. Public Finances/Budget Management
7. Project Appraisal and management
8. Education and skill Development
9. Leadership development
10. Entrepreneurship Development
11. Public-Private Partnership
12. Sociology and Social Work

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<sup>[1]</sup> Report of National Commission for Religious and Linguistic Minorities (MoMA)