

**National Rural Infrastructure and Development Agency,
Ministry of Rural Development, Government of India**

INTERNSHIP SCHEME

1.0 OBJECTIVE:

- 1.1 National Rural Infrastructure Development Agency was registered as a Society under the Societies Registration Act, 1860 under the name 'National Rural Roads Development Agency' (NRRDA) with the basic objective of extending technical and management support to the Government of India in implementation of the Central Sector Scheme (CSS) namely; Pradhan Mantri Gram Sadak Yojana (PMGSY). From May, 2017 onwards, the role of the Agency has been expanded and diversified to cover rural housing activities in its scope of activities and accordingly, financial activities relating to the Pradhan Mantri Awas Yojana-Gramin (PMAY-G) has also been brought within the ambit of NRIDA.

The work of NRIDA is divided among various Divisions such as Technical Division, Project-I, Project-II, Project-III Divisions, ICT/PMU, Finance & Administration Division etc. List of Divisions and their work areas are given at **Annexure-I**.

- 1.2 In order to study/formulate/operationalize/assessment of various works/ projects/policies etc., NRIDA seeks to attract young talent from the technical fields through an internship programme. Internship Programme will allow young talent to be associated with the NRIDA work for mutual benefit. It will enable NRIDA to interact with young scholars and to get fresh ideas and study/ research support from the field of academics. At the same time, it will provide an opportunity to young scholars to contribute in the NRIDA work and have an insight into the related technical work.

2.0 ELIGIBILITY:

- 2.1 The details of eligibility for engagement as interns in different divisions are given at **Annexure-II**.
- 2.2 The age of candidate should not be more than 25 years.
- 2.3 The applicant should have done Graduation or Post Graduation during last two years, i.e. final exam should not have been conducted earlier than March 2019.

3.0 DURATION OF INTERNSHIP:

- 3.1 The duration of internship shall normally be One Year. Candidates who leave the internship before completing one year will not be provided certificate of experience or any other recommendatory certificate for the purpose of further employment.
- 3.2 Extension beyond One Year shall be permitted, on the application of intern duly recommended by the concerned Head of Division and with the approval of the DGNRIDA. However, the period of internship will not be extended beyond a total of two years.

4.0 HOW TO APPLY:

4.1 Interested and eligible candidates must submit their applications along with their CVs, areas of work interest in the prescribed application form (Attached as at **Annexure-IV**) to Director (F&A), National Rural Infrastructure and Development Agency, 5th Floor, 15-NBCC Tower, Bhikaji Cama Place through e-mail at nridavacancies@gmail.com. in response to advertisement/ notification from NRIDA.

5.0 SELECTION:

5.1 Selection of Interns would be done by a Selection Committee constituted by DG NRIDA. After the preliminary scrutiny, the applications of shortlisted candidates will be placed before the selection committee.

5.2 The selection committee may conduct personal interview (in offline or online mode, as decided by the committee) if required. No TA / DA shall be paid to candidates for attending the personal interview.

5.3 NRIDA may shortlist the applications, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.

5.4 If the applicant is pursuing study at any institution then Applicant shall be required to produce a letter from their Supervisor/Head of Department/Institution, indicating his/her status in the Institution and "No Objection" for allowing the student to undergo Internship programme for the period for which he or she is selected before joining. The intern is required to give full time to NRIDA, hence internship and university course work CAN NOT go on simultaneously.

5.6 The internship is neither a job nor an assurance of a job with the NRIDA.

6.0 PLACEMENT:

6.1 The interns would be attached with one of the officers in the Divisions of the NRIDA.

6.2 An orientation workshop will be held for interns at the beginning of the internship. The work of interns will be monitored through periodic interaction with the interns.

6.3 The attendance record and the details of work supervision shall be maintained by the Divisions/Units in NRIDA.

7.0 LOGISTICS & SUPPORT:

7.1 Interns will be required to have their own laptops. NRIDA shall provide them working space, workplace Internet facility and other necessities as deemed fit by the concerned Head of Division. Interns would be expected to work from Home if required in the interest of work. In case of their working from home, they should have proper amenities like computer and fast internet connection.

8.0 CODE OF CONDUCT:

- 8.1 The Intern engaged by the NRIDA shall observe the following Code of Conduct, which shall include but will not be limited to, the following:
 - 8.1.1 The Intern shall follow the rules and regulations of the NRIDA.
 - 8.1.2 The Intern shall not reveal to any person or organization confidential information pertaining to NRIDA, its work and its policies.
 - 8.1.3 Interns may, with the prior permission of the NRIDA, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to the NRIDA cannot be revealed under any circumstances.
 - 8.1.4 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 NRIDA or the Ministry.
 - 8.1.5 Interns will follow the advice given to them by the NRIDA regarding representations to third parties.
 - 8.1.6 In general, an Intern may not interact with or represent the NRIDA vis-à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the NRIDA depending on the nature of their work areas.
 - 8.1.7 No Intern shall interact with or represent the NRIDA to the media (print and/or electronic) including social media including face book/twitter handles etc. They will not post their work on social media without express permission from the competent authority.
 - 8.1.8 Interns will conduct themselves professionally in their relationship with the NRIDA and the public in general.
 - 8.1.9 It may be strictly observed that the conduct of the interns and their access to the data shall be the sole responsibility of the concerned Division.
 - 8.1.10 Any work done for NRIDA by the intern during the period of Internship will be the sole property of the NRIDA and NRIDA reserves the right to use any such work for its own purpose. The intern is barred from claiming intellectual property rights on the work done in NRIDA during the period of internship.

9.0 SUBMISSION OF WORK REPORT:

- 9.1 Work plans and work schedules shall be developed by the supervisor and the Interns shall invariably adhere to the same.
- 9.2 The interns will be required to submit a Report/Paper on the work undertaken at the end of the internship to the respective Division. The Report shall be signed by the concerned Officer with whom intern is attached, as an acceptance of successful completion of Internship.

10.0 TOKEN REMUNERATION:

- 10.1 Every Intern will be paid a token remuneration @ Rs. 10,000/-per month for the first year. The remuneration will be increased to Rs. 11,000/- for the subsequent year, if applicable.
- 10.2 The remuneration shall be paid after completion of the month subject to satisfactory progress of work duly accepted by concerned division.

11.0 CERTIFICATE OF INTERNSHIP:

- 11.1 On successful completion of Internship (minimum one year) and submission of Report duly signed and accepted by the competent authority as stated above in Para 9.2, a Certificate shall be issued by the concerned Division in the format as available at **Annexure-III**.

12. DISENGAGEMENT:

- 12.1 NRIDA reserves the right to disengage any intern at any point of time from the Internship without assigning any reason.
- 12.3 If the Intern decides to disengage from the NRIDA, he should provide 4 weeks' prior notice. Notice period may be waived from time to time by the Head of the Division depending on the role of the Intern.
- 12.4 Upon disengagement, the Intern must hand over to NRIDA, any papers, equipment or other assets which might have been given to the Intern by the NRIDA in course of his work with the NRIDA. This will include any badges or ID Cards which may have been issued to the Intern.
- 12.5 If it comes to the notice of NRIDA that the Intern who has been disengaged by it continues to act in a manner which gives an impression that he is still engaged for NRIDA, NRIDA shall be free to take appropriate legal action against such intern.

13 NUMBER OF INTERNS: As decided by the Competent Authority of NRIDA.

14 POWER TO REMOVE DIFFICULTIES:

- 14.1 DG NRIDA or the person authorized by him/her shall have the power to remove any difficulty relating to the internship.

List of Divisions and their work areas

There are five divisions in NRIDA among which the work has been distributed as under:

- **Technical Division:** Project preparation appraisal, District Rural Road Plan, Empowered Committee, World Bank and OMMAS (except financial module). Appraisal of DPRs of rural roads, Coordination with STA/PTAs
- **Project-I Division:** Policy planning, monitoring and coordination of PMGSY scheme, maintenance including e-Marg and IT initiatives.
- **Project-II Division:** Training and HRD, Research and Development, road safety and ADB related matters.
- **Project-III Division:** Quality Assurance mechanism including three tiers of Quality Monitoring, and
- **Finance and Administration:** General administration, Establishment, internal budgeting, Finance, Accounts and Audit of PMGSY and ADB/WB funded projects, financial module of OMMAS.

Information Communication Technology (ICT) Project Management Unit (PMU): CT Division oversees all IT Projects, project development and management activities, transition management, discussion with stakeholders, and ensuring stakeholder requirements etc. It also deals with IT project scopes, budget, staffing, goals, and deliverables that support business goals in collaboration with senior management and stakeholders, and its monitoring thereafter. Develops and implements strategic objectives set for the IT projects.

Intern (Technical) P-II Division	
Educational Qualification	A Graduate (Civil Engineering) / Post Graduate (Highway/Transportation Engineering) or studying in final year of Under Graduation /Post Graduation in above disciplines from any of the IITs/ NITs/ Reputed Engineering Colleges with excellent academic record.
Work Profile	<ul style="list-style-type: none"> ➤ Management of training schedule of all states ➤ On-boarding on iGOT platform (Mission Karmyogi) ➤ Liaison with training institute like IAHE, CRRRI etc ➤ Road safety auditing ➤ Management of ADB funded projects ➤ Handling of CPGRAMS complaints.
Intern (Technical) P-III Division	
Educational Qualification	A Graduate (Civil Engineering) / Post Graduate (Highway/Transportation Engineering) or studying in final year of Under Graduation /Post Graduation in above disciplines from any of the IITs/ NITs/ Reputed Engineering Colleges with excellent academic record.
Work Profile	<ul style="list-style-type: none"> ➤ Scrutiny of Inspection reports of NQMs ➤ Examination of ATRs ➤ Scrutiny of Inspection reports of SQMs ➤ Training of NQMs/SQMs ➤ Quality Control of PMGSY Roads ➤ Technical Matters pertaining to Specifications ➤ Handling of CPGRAMS complaints
Intern (Technical) ICT/PMU Division	
Educational Qualification	B.E./B.Tech.(Computer Science/IT), MCA/M.Sc.(CS), MBA(IT) or studying in final year of Under Graduation /Post Graduation in above disciplines from any of the IITs/ NITs/ Reputed Engineering Colleges with excellent academic record.
Technical Requirements	<ul style="list-style-type: none"> ➤ Computer Science, Information Technology or Management Information Systems major ➤ Familiar with NET, PHP, JavaScript or HTML, Mobile App development, Data Analytics etc. ➤ Strong verbal and written communication ➤ Excellent analytical and problem solving skills ➤ Ability to work well in teams ➤ Strong work ethic and attention to detail ➤ Knowledge of MS-Word, Excel and Powerpoint able to design Presentations ➤ Awareness of Social Media Platforms such as Twitter, Facebook, etc. ➤ E-mail writing skills.
Work Profile	<ul style="list-style-type: none"> ➤ Support the IT team in maintaining software and other systems ➤ Assist with troubleshooting issues and provide technical support ➤ Organise and maintain IT resources

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE
(To be given on Letter Head)

No.

Dated:.....

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that Ms./Mrs./Mr. has successfully completed his/her Internship with National Rural Infrastructure and Development Agency, Ministry of Rural Development, Government of India from to During the period of Internship he/she worked under..... in the following areas:-
.....

2. He/ She has shown special flair for..... and his/her performance in preparation of the report has been rated as

3. I wish him/her every success in his/ her future endeavor.

(Signature)

Head of Division

APPLICATION FORM FOR INTERNSHIP WITH NRIDA

1. Name of the Applicant (Mrs./Ms./Mr.) _____ Photo _____
2. Date of Birth _____
3. Full Postal Address for Communication _____

4. E-mail Id _____
5. Mobile No. _____
6. Area of Interest _____

7. Educational Qualification

Examination	University/Institution/ Board	Year of Passing	Percentage / CGPA	Subjects
10 th				
12 th				
Bachelor degree in Engineering/Technology	1 st Year			
	2 nd Year			
	3 rd Year			
	4 th Year			
Post Graduate Degree in Engineering/Technology				
Any other				

Note: Please attach extra sheet in case space is not sufficient.

8. Projects undertaken/papers presented/published, if any.
9. Details of Work Experience, if any.
10. Specific Area(s) of work for the internship in order of priority

(i)

(ii)

(iii)

11. Any other relevant information/achievement (extra sheets may be annexed, if required)

12. Division in which internship is being applied –

13. The applicants should give a brief write up on their vision of work in NRIDA and their expectations. Extra sheet may be attached.

I certify that the above information by me is true to the best of my knowledge and belief. I also agree that in the event of any misrepresentation and/or falsification of information, my internship shall be liable for termination without notice and without prejudice to any other administrative/legal proceedings that NRIDA may deem fit to initiate.

Place:

(Signature of the Applicant)

Date:

Name: