



F. No.39/4/NCST/2021-Admn.
Government of India
National Commission of Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 01. 09.2021

OFFICE ORDER

Sub: Internship guidelines of National Commission for Scheduled Tribes.

In supersession of letter No.F.39/2/NCST/2018-Admn. dated 10-8-2018, the enclosed revised guidelines i.e. NCST Internship Programme-2021 will be effective from 1st September 2021.

(Rajesh Kumar Verma)
Under Secretary (Admn.)
Tel: 24657271

Copy to:-

1. PS to Hon'ble Chairperson, NCST.
2. PS to Hon'ble Member (AN), NCST.
3. PSO to Secretary, NCST, New Delhi.
4. PS to Joint Secretary, NCST, New Delhi.
5. DEO to Director (Admn.), NCST, New Delhi.
6. DEO to Director, NCST, New Delhi.
7. Deputy Directors, NCST, New Delhi.
8. Under Secretary, NCST, New Delhi.
9. Assistant Director (OL), NCST, New Delhi.
10. Research Officer, NCST, New Delhi.
11. All Heads of the NCST, Regional Offices, Bhopal, Bhubaneswar, Jaipur, Raipur, Ranchi and Shillong.
12. NIC Cell for uploading in website of NCST.
13. Hindi Section for Hindi Version.



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Subject:-NCST Internship Programme-2021

The National Commission for Scheduled Tribes (NCST) is a Constitutional Body constituted on 19th February, 2004 under Article 338A of the Constitution of India. The Role of the National Commission for Scheduled Tribes have been laid down in the Article 338A of the Constitution, as amended by Constitution [Eighty-ninth Amendment] Act, 2003. Sub-clause (c) of the Clause (5) of the Article 338A states that it **shall be the duty of the Commission:**

“to participate and advise on the planning process of socio-economic development of the Scheduled Tribes and to evaluate the progress of their development under the Union and any State.”

This Internship Programme seeks to engage students pursuing Graduate/Post-Graduate Degrees or are Research Scholars enrolled in recognized University/Institution within India, as "Interns". These "interns" shall be given **exposure** to various **Wings** within NCST and would be expected to supplement the **process of analysis** within NCST through **empirical data** collection and collation of in-house and other information.

For the "interns", the scheme will provide **exposure to the functioning of the Commission** as well as the present administrative apparatus which is in place to implement the various Schemes/ Programmes meant for **Welfare/ Development/ Safeguards of the Scheduled Tribes** for furthering their future interests.

2. The Programme

2.1 Name of the Programme: The NCST Internship Programme - 2021.

2.2 Duration: Three (3) months.

2.3 Purpose: To allow short term exposure of "selected candidates" with the different Wings of the Commission as interns."

2.4 A list of domains/areas for which Internship is invited is enclosed as **Annexure-'A'**.

2.5 Objectives of the Programme:

- i. To allow **young academic talent** to be associated with the NCST's work for mutual benefit. To **create awareness** about the Constitutional Body like NCST among the students of various Universities/ Colleges/ Educational Institutions.
- ii. The "Interns" shall have an opportunity to **know about the functioning** of the NCST and Developmental/ Welfare Policy issues related to the Scheduled Tribes in Government of India and various State Government/ UTs to contribute to the **Policy formulation** by **generating policy inputs** such as empirical data analysis, briefing reports, policy papers, etc.

2.6 Internship:

- i. Internship shall be available **periodically** as per the requirements of the NCST.
- ii. **Eligibility:** Bonafide students of any recognized University/ Institution within India, **fulfilling following conditions** are eligible to apply for the internship:
 - a. **Under-graduate students**, having completed / appeared in the term end exams of second year/4th semester of the bachelor degree course and secured not less than 60% or equivalent marks in 12th class.
 - b. **Graduate students** having completed / appeared in the term end exams of first year/ 2nd semester of their post graduate programme or pursuing Research/ PhD and secured not less than 60% or equivalent marks in Graduation.
- iii. The students who have appeared in the final exam or just **completed Graduation / PG** and seeking admission for higher studies may also be considered for internship provided that-
- iv. They have secured **60% or more cumulative marks** in all the years/ semesters of their graduation / post-graduation till the date of application.
- v. **Selection Criteria:** A brief write-up (**hand written only**) on the topic **"Reasons for joining as Intern in NCST"** will be required to be submitted by the applicants along with the application.

- vi. **Period:** The period of Internship shall be **at least Three months** but **not exceeding Six months**. Interns not completing the requisite period will not be issued any certificate.
- vii. **Experience Certificate:** A certificate regarding successful completion of Internship shall be issued by the **Head of the concerned Wings of NCST** in the enclosed format at **Annexure 'B'**.

2.7 Logistics & Support:

- i) Interns will be required to have **their own laptops**.
- ii) NCST shall provide them **working space, internet facility and other necessities** as deemed fit by the concerned Heads.

2.8 Programme Structure:

- i. **Classroom Session** at Delhi Headquarter
- ii. **Interaction** with Hon`ble Chairperson and Members and eminent Resource Persons
- iii. **Project Work** on the Scheduled Tribes issues: Policy Matters, Welfare/ Developmental Schemes/ Programmes and Constitutional Safeguards.
- iv. **Report Submission** in writing on the allotted subject.
- v. **Field Visits:** To Integrated Tribal Development Projects/ Agencies (I.T.D.P.s/ I.T.D.A.s), Ashram Schools, Residential Schools, Hostels, Primary Health Centers (P.H.C.s), Tribal Research Institutes (T.R.I.s), Aanganwadis in the Tribal/ Scheduled Areas, Integrated Child Development Scheme (I.C.D.S.), Eklavya Model Residential School (E.M.RC.), N.G.O.s funded by various Union Ministries/ Departments & State Governments, District Level Officers, Caste Validation Committee w.r.t. Scheduled Tribes Certificates, Interaction with the Public Representatives belonging to the Scheduled Tribes community etc.

- vi. **Valediction Day: Interactive session** to exchange the experiences gathered during this Internship Programme.

2.9 **Procedure and conditions for Applicants:**

- i. Interested applicants may apply **online only** in the address link to be indicated in the **website of NCST** during 1st to 10th of every month. Applications can only be made six months in advance but not later than 2 months before the month in which Internship is desired. Applicants must also **clearly indicate the areas of interest**.
- ii. A candidate can apply for internship only once during a financial year.
- iii. The applicants who do not fulfil the eligibility conditions, their applications shall be rejected.
- iv. 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.

2.10 **Stipend and Travelling Allowance: -**

- i. **The internship will be on paid basis.** All the selected interns would be paid an amount of Rs. 05,000 (Rupees Five Thousand), Rs. 10,000/- (Rupees Ten Thousand Only) and Rs. 15,000/- (Rupees Fifteen Thousand Only) per month to the Under Graduates, Graduates and Post- Graduates onwards respectively **as stipend** per month.
- ii. **Travelling Allowance:** The selected interns from outside Delhi will be allowed ordinary second-class train fare to New Delhi and back to their place of study through the shortest route.
- iii. **The Travelling Expenses** along with **other expenses** in the form of **Daily Allowance to carry out Filed Work** to be assigned to the Interns would be borne by the Commission. The Commission will issue **separate internal guideline** in this regard.

Procedure for Selection and Other Modalities of the programme :

- i. All the applications received online will be made available to the concerned Heads of the Wings / Sr. Consultants in NCST for further scrutiny and selection of eligible candidates.
- ii. The Heads of the Wings can take a maximum of 4(four) interns for Internship at a time. This number **may be relaxed** beyond 4 (four) with the permission of Chairperson, NCST.

The decision of the Chairperson regarding the suitability of a candidate as intern shall be final and binding.

- iii. The selected candidates may be asked by the Head of the Wing to **submit the soft copy** of their NOC from their Head of the Department/ Principal by giving sufficient time before issuance of the offer letter.

The Head of the Wing has to obtain the original **``NO OBJECTION CERTIFICATE`` (NOC)** issued by the college/institution at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled.

The Administration of **NCST will upload the list** of selected candidates on NCST's website.

Depending upon the number of applications received against a particular domain/ area, **NCST reserves the right to fix the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.**

Interns shall be required to **submit a brief report / paper** at the end of their assignment to the Heads of the concerned Wing/ Senior Consultants/ Consultants about their **learning/ field work experience.**

Attendance - While doing internship in NCST, the candidate should have a minimum of 75% attendance.

The **attendance record** and the **details of work supervision** shall be maintained by the Heads of the Wings/Senior Consultants /Consultants.

It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Heads of Wings only. The Code of Conduct for interns is given at Annexure-D.

2.11 Scheme Review: NCST reserves the right to review the Programme at any time. The Programme so reviewed will be placed on the website of NCST.

2.12 Relaxation: Chairperson, NCST will have the **power to relax any of the conditions** mentioned above, in respect of any deserving candidate.

This issues with the approval of the Competent authority and as per the 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), Ministry of Finance.

DOMAINS/AREAS AVAILABLE FOR INTERNSHIP

1. Scheduled Tribes.
2. Particularly Vulnerable Tribes.
3. Nomadic Tribes.
4. Semi-Nomadic Tribes,
5. De-Notified Tribes,
6. Reservation Policy & Issues related to the STs,
7. Forest Rights Act,
8. SC/ST PoA Act, IPC, CrPc,
9. Land Related issues of the STs/ Land Alienation/ Transfer Issues,
10. Rehabilitation & Resettlement (R&R) Policy,
11. Tribal Culture,
12. Mines Minerals (Development & Regulation) Act- MMDR Act
w.s.r.t.- District Mineral Foundation (DMF),
13. CFR- Community Forest Right,
14. CAMPA- Compensatory Afforestation Fund Act, 2016,
15. PESA- Panchayat Extension to Scheduled Areas,
16. Anthropological Issues Related to the STs
17. Financial Inclusion of STs,
18. Office Administration & Establishment,
19. Economics,
20. Finance,
21. Education,
22. Public Health,
23. Social Sciences,
24. Scheduled Tribes Component (STC) (Earlier Called as Tribal Sub
Plan- TSP),
25. Legal & Constitutional Matters,
26. Any Other Subject related to the Scheduled Tribes

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on the Letter Head)

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr./Ms. a student of University / Institutions has successfully completed his/her Internship with National Commission for Scheduled Tribes (NCST), New Delhi from.....to.....

2. During the period of Internship, he/ she worked under.....in the following areas:-

(i)

(ii)

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

4. During the period of his/ her internship programme he/ she was punctual and hardworking.

I wish him/ her every success in his/ her life and career.

(Signature)
Secretary, NCST

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/ INSTITUTION

(To be given on Letter Head) /To be signed by HOD/Principal)

Dated:

Subject: No Objection Certificate for NCST Internship Programme.

It is certified that Mr./Ms.....is a bonafide student of College ID No.....of.....Semester /.....Year of name of the programme of this Institution / College.

The Institution / College has no objection for the student to do the Internship programme at NCST for the period fromto.....

It is also certified that he/ she is not registered for any course requiring his / her attendance in the class during the said period.

The conduct of the student as recorded by the college /institution has been found good / satisfactory/ unsatisfactory.

(Signature and Seal)

Code of Conduct:

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 Chairperson, NCST, 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.
- h. Upon termination, the intern must hand over to the Commission any papers, equipment 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.