

Government of Chhattisgarh
Urban Administration & Development Department

"Shahar- Sandhan Scheme"
Engagement of Interns in ULBs & Implementation Under
Constitution and professionalization of municipal cadre.
GUIDELINES, 2016

1. Purpose:

The State Urban Development Agency (SUDA) is state level nodal agency of Government of Chhattisgarh for various central and state sponsored schemes with mandate of sustainable and planned growth of cities and towns with adequate infrastructure, amenities and services provided to the citizens through the Urban Local Bodies (ULBs) . SUDA is involved in ensuring proficient management & delivery of citizen and civic services like provision of affordable housing, safe drinking water, sanitation including solid waste management, storm water drainage, sewerage, roads, public transport; and creation of livelihood opportunities by accelerating economic growth of cities/towns and building capacity of the all the stake holders of urban development sector.

Department has decided to initiate a Scheme for engagement of interns in Department and ULBs from April 1,2016, consistent and linked with the State Annual Action Plan prepared under the Atal Mission for Urban Rejuvenation and Transformation (AMRUT). This scheme seeks to engage Indian nationals who are pursuing graduation/post-graduation or research courses in reputed Universities/ Institutions within India as "Interns". For the larger benefit of the student community and with a view to enriching the management/implementation of its various schemes/programmes, Department has decided to notify these "Shahar-Sandhan Scheme Guidelines 2016" to provide a framework for engagement of Interns on short term basis.

2. Objectives and Guiding Principles:

- I. The objective of the scheme is to allow young talents from the reputed institutions to be associated with the Departmental work for mutual benefits:
 - The "Interns" shall benefit by getting an exposure to the Government functioning and the issues in Urban sector and contribute to the policy formulation by generating inputs such as empirical analysis, briefing reports, policy papers etc. Further, this scheme aims at encouraging active participation of interns in the learning process through experimentation and putting into practice the acquired academic knowledge under the guidance of a qualified and experienced Supervisor/Mentor.
 - Department may benefit from the additional resources in the form of young talents with fresh perspectives and their outputs which shall add to its policy formulation base.
- II. The scheme shall be guided by the following principles:
 - ensuring resume-building tasks are assigned to the intern

- ensuring do-ability of the assigned tasks within the timeframe
- ensuring frontline experience to the interns; and
- ensuring continuous guidance and feedback to the intern

3. Definitions:

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

- 1) "**Department**" means The Department of Urban Administration and Development Department through its State level Nodal agency i.e. State Urban Development Agency (SUDA), Chhattisgarh
- 2) "**Competent Authority**" means the Chief Executive Officer, SUDA, Chhattisgarh
- 3) "**Empanelled Institution**" means any Academic Institution, which has been empanelled by SUDA for nominating candidates under this Scheme.
- 4) "**Allotted Organization**" means, organisation (Urban Local Bodies, Parastatals and Department) where intern has been allotted to work during the Internship.

4. Eligibility:

- I. Indian students pursuing Graduation/Post Graduation/Research Courses in the Universities/ Institutions duly empanelled by the Department and specializing in areas related to Engineering, Management, Finance, Town Planning, Environmental Engineering, Other Social Sciences, Social work etc. shall be eligible for consideration as Interns

Notes:

- 1) The Department shall prepare and notify a list of empanelled Universities/Institutions depending upon the willingness of the Universities/institutions and/or requirements of the Department. The list shall be updated by the Department as and when required. The initial list of empanelled institutions shall be as per Annexure- I.
 - 2) First year Bachelors' Degree students and those who have completed final year of their graduation (or awaiting final year results) shall not be eligible for Internship. Further, it may be noted that those who have completed final year (or awaiting results) of their post-graduation shall not be eligible for Internship.
- II. The eligibility criteria may be relaxed in deserving cases based on need of the Department on prior approval of Competent Authority.

5. Application Procedure:

- 1) The Department shall notify in the month of January/February every year,
 - a) the total no. of Internship slots available for the financial year;
 - b) distribution of slots across different organisations (Department, ULBs and parastatals);
 - c) the type of projects/ assignments available in these organisations. The competent Authority shall have the discretion to increase or decrease the quantum of slots as and when required, depending on the requirement in various schemes under various sections/directorates/organizations of the Department.

- 2) The Department shall issue letters to the empanelled Institution soliciting nominations for Internship. The last date for application/nomination shall be specified clearly in the letter.
- 3) Interested Institutions can nominate a maximum of 3 interested and eligible students for the Internship program and must send their applications in the prescribed form (Annexure-II) comprising a) CVs of the nominees, b) their preferred period of Internship during the financial year and c) their areas of interest in order of preference as per Annexure-III, to the Department.

6. Selection and Placement Procedure:

- 1) The list of nominated candidates shall be prepared and placed before the Competent Authority for final allotment/placement. The Interns shall be allotted to an organization for Internship, keeping in view the areas of interest expressed by the candidate and subject to suitability and availability of slots. The allotment of the Interns to the organizations may be done on first come first serve basis or any other suitable method at the discretion of the Competent Authority.
- 2) The actual offer shall be sent to the empanelled Institutions subject to availability of slots and approval of the competent Authority. The offer for internship is neither an employment offer nor an assurance of an employment with the Department.
- 3) The Department may organize a short induction/orientation programme for the Interns on the first day of the Internship in Raipur. Every Intern shall be attached with a Supervisor/Mentor from the allotted organisation.

7. Duration of Internship:

- 1) The duration of Internship shall be of at least 40 days (8 week X 5 days) and not exceeding two months.
- 2) Interns not completing the requisite period of Internship shall not be issued any certificate-

8. Submission of Report:

- 1) The Interns shall be required to complete all the requirements of the Internship program including submission of a Project Report to the Mentor/Supervisor at least 5 days before the end of the Internship. If required, at the end of the Internship, the Interns shall make a presentation on the Report to the concerned Mentor/Supervisor or the Head of the organisation allotted to them.
- 2) The acknowledgement sheet in the Project Report should mention the name of the Supervisor/Mentor who has guided the Intern at the Department/allotted organisation.
- 3) The Report submitted by the Intern shall be reviewed and approved by the concerned Supervisor/Mentor and counter approved by the Head of the organisation allotted.

9. Certificate of Internship:

The Department shall issue Certificates to the Interns on the completion of Internship and submission of Report duly countersigned and approved

10. Peer learning and experience sharing program:

- 1) The Department may organise a 1-day peer learning and experience sharing programme for all the Interns in Raipur immediately after the completion of Internship.
- 2) The cost of travel and accommodation shall be borne by the Intern.

11. Stipend:

- 1) The Undergraduate/graduate and post graduate Interns shall be paid a consolidated stipend of Rs.10000/- and Rs. 15000/- respectively for the entire duration of the Internship.
- 2) The stipend shall be payable by the allotted organisation after the completion of Internship, subject to satisfactory performance, duly certified by the Supervisor/Mentor.