

No. A-12034/04/2017-Adm.I
Government of India
Ministry of Labour & Employment

Shram Shakti Bhavan, New Delhi,
Dated the 2nd June 2017

Subject: Internship Scheme of the Ministry of Labour & Employment

The Ministry of Labour & Employment has introduced an **Internship Scheme** as per details given below :-

<i>Objective</i>	<ul style="list-style-type: none">• To engage persons pursuing law [in the last two years of degree course] or Law Graduates or students pursuing Post Graduation in Law or Research Scholars in Law or pursuing MBA / MSW / MSc / MA enrolled in recognized University/Institution within India or abroad, as "Interns with the Ministry of Labour & Employment work for mutual benefit.• The "Interns" shall have an opportunity to know about the Government functioning and Department Policy issues in Government of India and contribute to the Policy/Legislation formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers, etc.• However the internship is neither a job nor any such assurance for a job in the Ministry of Labour & Employment.
<i>Eligibility</i>	The applicant should be pursuing law [in the last two years of degree course] or Law Graduates or students pursuing Post Graduation in Law or Research Scholars in Law or pursuing MBA / MSW / MSc / MA enrolled in recognized University/Institution within India or abroad.
<i>Duration</i>	Duration of internship will be <u>from two to six months</u> at different points of time in the year.
<i>Stipend</i>	The Interns will be paid stipend @ Rs. 8000/- per month for the period of internship on certification from the Officer, the Intern is attached to.
<i>Declaration of Secrecy</i>	Interns will be required to furnish to the Ministry of Labour & Employment a declaration of secrecy before reporting for the internship.
<i>Logistic Support</i>	Ministry of Labour & Employment shall provide them working space and computer with internet facility and other necessities as deemed fit by the concerned Heads.
<i>Placement</i>	Placement of Interns (total 5 maximum) will be carried out with the approval of Secretary (L&E), after their engagement, keeping in view their suitability as well as requirement in concerned Wing/Division.
<i>Submission of Paper</i>	The interns will be required to present to the Head of the Division a Report / Paper on the allotted subject at the end of the internship.

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<i>Certificate of Internship</i>	Certificate will be issued to the interns on satisfactory completion of their internship and on submission of their Report/Paper and its evaluation by the concerned.		
<i>How to apply</i>	<p>Applications will be invited twice in a year (<i>in the month of January and in the month of July</i>) and thereafter interested and eligible candidates may apply <u>online only</u> in the address link to be indicated in the website of Ministry of Labour & Employment www.labour.gov.in. Intern must also clearly indicate the area of interest.</p> <p>At the time of joining in selection, applicant shall be required to produce a letter from their Supervisor/Head of Department/Principal, indicating their status in the Institution and "No Objection" for allowing their student to undergo Internship program for the period for which he or she is selected.</p>		
<i>Selection</i>	All the applications will be scrutinized by the Selection Committee. The Selection Committee will be headed by <i>Additional Secretary (L&E), with Joint Secretary (Admn.), Dir. /DS (Finance) and Dir. /DS (Labour Reforms)</i> as Members. Offers will be sent to selected interns subject to availability of slots, consent of the concerned Division and approval of the Selection Committee. Ministry of Labour & Employment shall accommodate interns not exceeding five at any point of time.		
<i>Educational qualification / parameters for grading</i>		<i>Educational qualification</i>	<i>Weightage assigned</i>
	1.	Research Scholar / Studying in MBA / MSW / MSc / MA/LLB	50
	2.	Studying in 2 nd year of LLB (3 year course) or 4 th Year of LLB (5 year Course)	40
	3.	<ul style="list-style-type: none"> • Graduation completed + LLB (1st Year) • - LLB 5 year Course (3rd Year) 	30
	4.	<i>Weightage assigned for the Marks obtained in Last year / 2 Semesters</i>	>80% or corresponding Grade - 50 70 - 80% or corresponding Grade - 40 < 70% or corresponding Grade - 30


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