

SCHEME FOR INTERNSHIP FOR POST GRADUATE/RESEARCH STUDENTS

AIM

- To familiarize the interested and willing Post Graduate/Research students with the overall process of performance management at the Performance Management Division (PMD) , Cabinet Secretariat.
- It is neither a job nor any such assurance for a job in the PMD.

GUIDELINES/SALIENT FEATURES OF THE SCHEME

- Applicable to 'Indian Nationals 'only.
- Internship available to Post Graduate and Research students during their holidays, who are willing to have an exposure/familiarization of the overall processes involved in the Performance Management
- Duration of internship shall be maximum six months.
- Token remuneration @ Rs.10, 000/- per month per Intern payable at the end.
- Each Intern will be provided with a minimum logistic support i.e. office space and computer/internet facility.
- The Interns would be attached with different areas/syndicates of the Performance Management Division, keeping in view the areas of interest expressed by the candidates and as per the preference of the PMD that shall assign a specific project for the intern.
- These Interns will be required to present a brief report/paper at the end of their assignment to PMD highlighting their observations and the suggestions, if any.
- Certificates will be issued to the Interns at the end of their internship.
- The interested Post Graduate/Research students pursuing studies at various Universities and recognized Research Institutes may send their applications in the enclosed proforma alongwith their CVs **by the 1st of the month preceding the month from which they intend to join.**
- These applications may be sent either by post or by hand to reach Administration Section, Room No. 207, IInd Floor, 5th Wing , Hotel Janpath, Janpath, New Delhi- 110 001. This can be e-mailed at performance-cabsec@nic.in also.
- The candidate will be required to produce a permission letter from their Supervisor or Head of Department, in case he/she is interested to join internship not during holidays.
- All these applications will be scrutinized and the actual offer will be sent to the selected candidates subject to the availability of slot and approval of the Secretary(Performance Management). Maximum number of slots to be offered to these students shall not exceed six at any point of time.
- The internship scheme will be effective from 01.08.2011.