



GOVERNMENT OF RAJASTHAN



# GUIDELINES FOR YIP – 2023

DIRECTORATE OF ECONOMICS AND STATISTICS



# Guidelines for Young Interns Program (YIP)- 2023

## 1. INTRODUCTION:

The Young Interns program (YIP) is an internship program envisaged by state government for providing opportunities to the talented and progressive youth to upgrade their skills by gaining practical experience of working in the programs, schemes and projects of the government departments. The program is mutually beneficial to the government as well as the interns. The government is benefitted by infusing novelty and innovation in the project implementation and service delivery system through the youthful and courageous ideas & techniques of the young interns and the interns are benefitted by attaining the knowledge of project implementation and the ecosystem of the government functionalities.

The YIP has been taking 50 interns in its ambit for last many financial years but in the budget announcement of FY 2023-24, Hon'ble Chief Minister has made an additional provision of 250 young interns. In follow up of implementation of the above announcement it is being proposed that following arrangement for deployment of 300 young interns may be executed for the current financial year (i.e. 2023-24)-

- Interns to be deployed at each Divisional HQ- 3 each (7x3=21)
- Interns to be deployed at each District HQ- 2 each (26x2=52)
- Interns to be deployed at Department level for specific to the schemes/projects/programs- 227 (300-21-52=227)

Separate guidelines are being issued for the District level as well as State level selections.

Following are the common guidelines.

# Guidelines for Both, Districts as well as State Level Selection

## **2. OBJECTIVES OF THE PROGRAM:**

The objectives of the program are as follows:-

- To empower the young brains to attain awareness and knowledge about various government programs and services and about various interventions between government, service providers, recipients and peripheral agencies such as media, civil society etc.
- To strengthen their research and evaluation skills in the field of public administration and development services.
- To generate interest amongst youth towards entire service delivery ecosystem of the public services.
- To get independent critical analysis of government programs and for seeking suggestions for corrective measures.
- To augment innovations from the young minds to enhance the outreach and impact of government schemes & programs.

## **3. ADMINISTRATIVE DEPARTMENT:**

The Statistics Department is the administrative department and will be responsible for overall implementation of the program. Execution and budgetary control of the program will be under the Directorate of Economics and Statistics (DES).

## **4. ELIGIBILITY CRITERIA:**

### **4.1 General Eligibility Criteria-**

- **Age**-Age between 21 yrs. to 30 yrs.
- Excellent communication/presentation/intra-personal skills/soft skills.
- Good Knowledge of English as well as Hindi language (Reading, Speaking, Writing and Understanding)
- Well versed in ICT skills and knowledge of MS Office and other similar programs on alternative platforms.

### **4.2 Specific Educational Eligibility Criteria for Application-**

- The applicant should have a post-graduate qualification with minimum 60% marks or a CGPA of 6 on a scale of 10 in any stream from a recognized university.

- The graduate applicant of Engineering/Medical/Law/CA/CS Streams form a recognized University with minimum 60% marks or a CGPA of 6 on a scale of 10 shall also be eligible for this internship.
- The applicant with working experience in the field of his/her choice of department shall be given priority.
- Any other additional educational and/or technical qualifications and experience shall be as per the special requirements submitted by the concerned department/district collector/divisional HQ, if any.
- It is mandatory for all the interns to have their own Laptop and data card/internet facility.
- In case of any dispute, the decision of the Secretary-in-charge, Statistics Department will be binding and final.

## **5. DURATION OF INTERNSHIP:**

- Internship is of one year duration and the intern, after internal assessment, will be provided certificate after completion of the internship.
- After end of the first year, if the mentor/nodal officer feels and recommends the extension in the internship duration on the basis of the performance of the intern, the duration of internship may be increased by one more year with six months at a time.
- In no circumstances, the duration of internship shall be more than two years.

## **6. MENTOR:**

- Administrative Secretary for the concerned department, the District Collector for district and the Divisional Commissioner for divisional HQ will be the mentor of the intern for internship who will review the progress of internship work time to time.
- The mentor may nominate a **Nodal Officer** for the program in that department/district/divisional HQ who will be responsible for monitoring and observing the entire internship work and also for the purpose of the official correspondence and communication with the DES.
- The mentor has to communicate the name of the nominated nodal officer to the DES before authorizing him/her for initializing communication with the DES.

- Besides it, a supervisor may also be nominated by the mentor for support and guidance to the intern. However, interns will present their reports to the mentor every month or whenever he/she is asked for it.

## **7. STIPEND:**

- The selected interns will be paid Rs. 30,000/- per month as stipend. Rs. 2500/- shall be paid to each intern per month as laptop connectivity and mobility support.
- The payment of the stipend for the last quarter of the internship shall be withheld if the final report of the internship complete in all respects is not submitted and reached to the DES during this quarter.
- After joining internship, if intern leaves the assignment/ internship within one month, no stipend or any other remuneration will be paid.
- Every intern will be eligible for one casual leave every month on accrual basis. Such leaves shall be provided in cumulative manner i.e. 12 leaves for the entire year (From Jan. to Dec.).
- If the intern avails a leave without accrual, his payment for the leave day shall be deducted from the monthly payment of stipend.

## **8. STRUCTURE, EVALUATION AND AWARD OF THE INTERNSHIP-**

### **8.1 Structure of internship-**

- Interns will be allotted to the departments/districts/divisional offices of their choice. The Mentor of the concerned department, the District Collector for District and the Divisional Commissioner for Divisional HQ will be responsible assigning the internship work to the intern.
- Under guidance of the mentor/nodal officer/supervisor, intern will undertake all the work assigned to him for Implementation of ongoing Projects/Schemes.
- The DES shall conduct quarterly reviews of work of all the interns with their physical presence at the state HQ.
- The intern has to submit the preliminary synopsis during the first quarterly review.
- The intern has to submit the final synopsis or a preliminary project report during the second quarterly review.

- The intern has to submit the final project report during the third quarterly review.
- During the last quarterly review the final report including all the suggestions and corrections shall be submitted.

## **8.2 Evaluation of the report-**

- After the completion of internship of an intern will have to submit the final report to the nodal officer/supervisor and consequently, the report shall be evaluated for quality and utility by the supervisor.
- The nodal officer/supervisor shall submit the report to the mentor with a recommendation of approval/disapproval.
- The mentor shall forward the report to the DES with his/her own recommendation.

## **9. CERTIFICATE OF INTERNSHIP:**

- The interns of whose final reports shall be received from the incumbent department/district/divisional HQ with duly approved by the mentor will be awarded the internship completion certificate by the DES.
- No certificate will be awarded if the intern leaves the assignment/internship before completion or if his/her internship is terminated or the reports were not found appropriate for awarding an internship by the evaluating organization.
- In the case of withholding of internship on account of inappropriateness of the final report submitted by the intern, he/she shall be provided another one month for improving the report and resubmitting the revised report. No stipend shall be admissible for such extension of period.
- During the final month, the intern shall prepare and submit the internship report. If the intern fails to submit the internship report during this month, the internship certificate and the stipend of the last month shall also be withheld till the next month. After expiry of this extra month, the proceedings of recovery of the stipend of the last quarter shall be started.

## **10. TERMINATION OF INTERNSHIP:**

- The YIP has been envisaged as an internship program only and does not provide any assurance or guarantee for a permanent job.

- The government may terminate the internship at any point of time without any obligation to cite any reason of termination.
- If an intern is found guilty of any misconduct or misbehavior or his/her performance is found unsatisfactory, his/her internship can be terminated at any point of time without extending any explanation or without any obligation of serving an advance notice.
- In case, an intern leaves the internship in the middle of the internship, on account of any reason such as getting any kind of employment etc., he/she has to submit his/her resignation along with detailed report of work done by him/her (till the resignation date) within one month of his/her resignation letter to the concerned mentor/nodal officer.
- In case of abandonment of internship by the intern, the stipend shall be immediately stopped and the payment of the last month stipend shall be released only after his/her submission of internship report.
- After expiry of the given month for the submission of the report, if the intern still fails to submit the internship report, the process of recovery of the last quarter shall be initiated.
- This is a full time internship program therefore during the internship; interns will not be allowed to opt for any additional job/work that will entail in getting a regular remuneration.
- If at a later stage, it is found that a particular intern was earning some kind of remuneration then his/her internship will be terminated with immediate effect.

## **11. MISCELLANEOUS:**

- Interns will not be considered as employees of the department/district office/divisional HQ or DES during or after the internship.
- DES or concerned department/district/divisional HQ accepts no responsibility for medical insurance of the intern or for any costs arising out of the accidents and/or illness occurred during the period of internship.
- The place of the jurisdiction of any dispute shall be Jaipur.

## **12. SELECTION PROCEDURE OF YIPs FOR DEPARTMENTS-**

### **12.1 Application-**

- Applications will be invited from the eligible candidates through the online application platform.
- The applicant shall have to submit an "**intent write-up**" of not less than 300 words to justify his/her selection for a scheme/project/program of a department for his/her chosen sector of internship.

### **12.2 Application scrutiny and interview-**

- The departments shall constitute a selection committee of not less than three members including the chairperson.
- The mentor shall be the chairperson of the committee.
- All the applications shall be downloaded and scrutinized by the respective departments.
- The applicants found eligible shall be invited for Group Discussion and Personal Interview (G.D. & P.I.) by the selection committee of the department.
- The interviews will be conducted by a board of three members of not below the rank of Joint Secretary/Joint Director.

### **12.3 Selection and Allotment of internship-**

- The selection process for 227 young interns (on the basis of Intent Write-Up, G.D. & P.I.) shall be completed at the level of respective departments.
- The selection of the interns shall be on the basis of following criteria-
  - i. Intent Write-Up - 50 marks
  - ii. Group Discussion (G.D.) - 50 marks
  - iii. Personal Interview (P.I.) - 100 marks
- A composite merit list of 1.25 times of the actual requirement shall be declared and 25% of the actual requirement shall be kept as waiting list that can be activated if an intern leaves the internship within the two months of the commencement of the internship.

### **12.4 DEPARTMENT/ SECTORS FOR INTERNSHIP:**

- It is expected from all the applicants that they have knowledge of schemes/programs running by different departments. Some of the departments/sectors in which the internships are open have been given in **Annexure-A** for the preliminary knowledge.



### **13. SELECTION PROCEDURE OF YIPs FOR DISTRICT HQ-**

- Applications for 73 interns (2 for each District HQ and 3 for each Divisional HQ) will be invited from the eligible candidates by the concerned District Collectors.
- Scrutiny of applications will be done by the selection committee constituted for the purpose including one chairman (Collector or CEO of ZP or ADM) and two members not below the rank of SDO.
- Group Discussion and Personal Interview (Any one or both) shall be conducted by the selection committee mentioned above.
- The guidelines, application form etc. has been sent to all the districts with directions to complete the process of selection of interns at the earliest.

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