

Revised Guidelines for Internship in National Commission for Minorities (NCM)
(Ref Letter No.8-11/2024-Estt, dated 05.12.2024)

1. **Availability of Internship** - Internship shall be available throughout the year based on the requirements of the Commission.
2. **Eligibility** - Internship available to Under Graduate having completed two years, Post Graduate and Research students in the disciplines of Social Science and Law who are interested to have an exposure to and understanding of minority related issues. The internship will be offered to also those research scholars who have already completed M.A. The internship will also be offered to the scholars having Ph.D qualification.
3. **Period/ Duration** - At least one month and maximum of 3 months.
4. **Experience Certificate** - Certificates will be issued on completion of the internship.
5. **Conditions for Applicant** - The candidate would need to furnish recommendation from Head of Education Institution/ University, Government body along with attested photograph by the recommending organization at the time of completion of internship. NCM will also inform the Institution.
6. **Intake of Interns** - The selection of the interns will be done once a year. With 6 interns per quarter, a total number of 24 interns could be accommodated in a year. A few reserve candidates will also be short-listed.
7. **Documents required** - Documents in support of Educational Qualifications may be submitted.
8. **Attendance** - Minimum 75% attendance, and, interns have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of internship period is allowed and no experience certificate will be issued.
9. **Logistics & Support** - Internet facility, library facility and computer facility would not be charged.
10. **TA/DA** - For NCM assigned work, the interns will be reimbursed TA/DA as admissible to the level 6 officials of the regular staff of NCM. No TA/DA advance will be sanctioned for the purpose.
11. No person will be allowed internship in NCM twice.
12. **Library facility** - Library Facilities would be for internship period only.
13. **Undertaking** - The applicant is required to give an undertaking in the application form that he/ she agrees to abide by the terms and conditions as applicable from time to time.

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14. **Attachments** - The interns will be attached with any of the Members/officials of NCM, if necessary.
15. **Boarding/ Lodging** - The interns will be required to make their own arrangements for boarding and lodging during the internship period.
16. **Scrutiny and Selection** - NCM will scrutinize the applications with consideration for NIRF Rankings, UG/PG/PHD etc. and Statement of Purpose (SoP) (1500 words) submitted by the applicant and the actual offer will be sent to candidates subject to availability of slots.
17. **Stipend** - During the period of internship a stipend of Rs.10,000/- per month will be payable.
18. **Domain Area –**
 - (i) Minority issues including Religious issues
 - (ii) Land related issues of the Minorities
 - (iii) Financial Inclusion of Minorities
 - (iv) Education
 - (v) Public Health
 - (vi) Social Sciences and Gender Aspects among minorities.
 - (vii) Legal and constitutional matters
 - (viii) Health Challenges,
 - (ix) Livelihood/ Employment
 - (x) Access to Awareness and information, dissemination and mass communication.
19. **Research Report** - Report may be furnished before end of internship period. Internal Monitoring mechanism to ensure attendance, daily work etc. will be there in NCM.
20. **Brief Report** - The interns will be required to submit a brief report/paper at the end of their internship. At the end of internship presentation will be made by the intern.
21. **Relaxation** – Chairperson, NCM would have powers to relax any condition.
