

# Capacity Building Commission

## Internship Program in Capacity Building Commission

### About the Organization:

The **Capacity Building Commission (CBC)** was established by the Government of India under the aegis of *Mission Karmayogi*, a visionary initiative led by Hon'ble Prime Minister Narendra Modi to transform civil services training and capacity-building efforts. The Commission is dedicated to building a culture of continuous learning, skill development, and knowledge dissemination among government officials. By leveraging competency-driven learning and best practice sharing, CBC plays a pivotal role in strengthening governance frameworks and enhancing public service delivery.

By promoting transparency, efficiency, and innovation, CBC aligns with Prime Minister Modi's vision of a *Viksit Bharat*—one that is agile, citizen-centric, and capable of addressing contemporary administrative challenges effectively.

### About the Role & Responsibilities:

We are looking for Interns for the following purposes:

**Technical resources for the work related to UNNATI Portal:** The resource is likely to get exposure to tasks related to the UNNATI portal, such as data cleanup, diagnostic analysis, debugging, and other technical support functions aimed at improving the performance, functionality, and overall efficiency of the UNNATI portal.

### Eligibility Criteria:

- Undergraduate/Graduate students who have completed/appeared in their last semester exams, preferably in the fields of engineering in Computer Science or related fields, in computer applications or allied disciplines, or any related fields.
- Candidates should possess basic knowledge of website and portal management, data handling, troubleshooting, debugging, and computer applications. Familiarity with content management systems, database management, MS Office tools, and basic programming/web technologies.

**Resources for Media & Communication:** Their resources are likely to get exposure to Media and Communication related tasks including creating small videos and reels, preparing newsletters, reports, and media briefs, developing social media content, designing state-specific flyers, drafting write-ups and blogs, assisting in website-related work, and carrying out any other tasks as required from time to time for effective management and outreach activities.

### Eligibility Criteria:

- Undergraduate/Graduate students having completed/appeared in their last semester exams, preferably in Journalism and Mass Communication (BJMC / BAJMC), in

Multimedia and Communication, in Film, Television, and Digital Media, in Public Relations and Advertising, BCA / Graphic Design / Animation Courses or any related field.

- Relevant experience or skills in content writing, social media management, video editing, graphic designing, photography, website management, newsletter preparation, report writing, or digital communication tools.
- Should be enrolled in a recognized domestic/international university.

#### **Additional Requirement**

- The intern must have excellent communication, coordination, and collaboration skills.
- Ability to work independently and meet deadlines in a fast-paced environment.

#### **Application and Selection Procedure:**

Interested candidates can apply by emailing and submitting the following documents:

- ❖ Interested Applicants can apply by emailing to the id [internship.cbc@gov.in](mailto:internship.cbc@gov.in) The subject of the email should be: "Application for Internship\_<<Full Name>>". Eg. "**Application for Internship Rishika Sen**". The email must have following documents:
  - Resume/CV, Marksheet
  - Cover Letter explaining why they are interested in this role and how their skills align with the requirements.
  - No Objection Certificate from their respective College/University/Institute.
- ❖ The selected candidate must produce original marksheets and NOC from college, failing which their candidature will be cancelled.
- ❖ The selection process includes a review of applications and will involve interviews to assess candidates' suitability for the internship.
- ❖ Selected Candidates will be intimated with an offer via email.
- ❖ If any selected candidate(s) opts out, the next candidate in the merit list from the individual state will be offered the opportunity.

#### **Stipend:**

The Interns will be paid a stipend of Rs 8000/- only per month for the period of the internship on certification from the Officer. The maximum permissible period of Internship is for three months

#### **Certification:**

A certificate of Internship will be provided by the Capacity Building Commission on satisfactory completion of their internship and submission of a report and its evaluation.

### **Facilities Provided:**

- Interns will be required to bring their own laptop.
- CBC shall provide office space, internet connection and other necessities as deemed fit by the respective heads.

### **Obligations of Intern:**

- Interns may be assigned specific projects and asked to conduct research, analyze data, and create reports within stipulated deadlines.
- At the end of the internship, the intern shall submit a comprehensive report detailing all tasks undertaken throughout the internship duration which will be evaluated.
- The findings resulting from studies conducted during the internship are recognized as the intellectual properties of CBC. The intern is strictly prohibited from utilizing/sharing this information without expressive prior permission of CBC. Furthermore, any data acquired or assembled as part of the internship is considered the intellectual property of CBC and must not be retained or removed by the intern.
- The intern shall maintain full confidentiality and secrecy of any information related to CBC. The intern shall be required to furnish CBC with a declaration of secrecy before reporting for the internship.

### **Termination:**

- The offer of Internship may be terminated by either party with 15 days' notice in advance.
- Grounds of immediate termination include breach of confidentiality, misconduct or failure to comply with conditions and obligations imposed by CBC.

**Application Deadline:** 7<sup>th</sup> June 2026

**Location:** New Delhi, India

**Duration:** The internship period will be for 1-3 months. The interns, not completing a minimum of 4 weeks, will not be issued a certificate. This is a full-time work from office internship.

### **No Right of Appointment:**

- The intern shall have no claim for an appointment in the Capacity Building Commission after the internship period.

Capacity Building Commission  
19<sup>th</sup>, 20<sup>th</sup> & 21<sup>st</sup> Floor, Jawahar Vyapar Bhawan, New Delhi-110001  
Application Form for Internship Programme

1. Name:

\_\_\_\_\_

First Name                      Middle Name                      Last Name

Photograph

2. Father's / Mother's / Guardian Name:

\_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ Age in completed  
Years \_\_\_\_\_

as on 1<sup>st</sup> January 2026

4. Gender: \_\_\_\_\_

5. Contact Address:

\_\_\_\_\_

Pin \_\_\_\_\_

Permanent Address:

\_\_\_\_\_

Pin \_\_\_\_\_

6. Telephone (Landline): \_\_\_\_\_ Mobile: \_\_\_\_\_

7. Email: \_\_\_\_\_

8. Nationality: \_\_\_\_\_

9. Languages known: \_\_\_\_\_

10. Educational Qualification: \_\_\_\_\_

(From Senior Secretary (10+2) onwards)

11. Details of Academic performance of the last course / degree pursued / pursuing year wise / semester wise \*

Year / Semester	College/ Institute	Name of the course / degree / PG / Research	University	Percentage/ Grade*
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\* If grade then equivalent percentage must be mentioned

Undertaking:

I \_\_\_\_\_ Son/ Daughter of Shri  
 \_\_\_\_\_ Age \_\_\_\_\_ resident of \_\_\_\_\_  
 \_\_\_\_\_ hereby

declares that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

(Signature)

Place:

Date:

\*Note

In column No. 12 above, the details of academic performance of each semester/ year of the last course which student is pursuing or has completed may be carefully filled in the relevant filed to enable proper evaluation.

## NO-OBJECTION CERTIFICATE

(This should be given on the official letterhead of the parent institution/ university/ college in the following format):

This Institution / University has no object to the consideration of application of Mr /Ms \_\_\_\_\_ who is pursuing \_\_\_\_\_ to undertake Internship programme of Capacity Building Commission, DoP&T at Delhi. The applicant, if shortlisted, will be granted necessary leave/permission to undertake the Internship.

He / She bears good moral character and to the best of my knowledge is not involved in any criminal activity and no personal legal case is pending against him/her.

Place:

Date:

Signature \_\_\_\_\_

(Head of Institution/University)

■ Name \_\_\_\_\_

■ Designation \_\_\_\_\_

Official seal

Telephone No \_\_\_\_\_