Internship Program for Capacity Building Commission

The Internship program at Capacity Building Commission aims to engage students enrolled in undergraduate and postgraduate programs at recognized universities, both in India and abroad, as "interns." These interns will have the chance to work on a range of projects pertaining to public policies and capacity building within the Indian government.

In accordance with this program, the Capacity Building Commission (CBC) invites applications for assignment in various areas, including overseeing training institutions, developing capacity building plans, producing annual reports on the state of the civil service, conducting surveys, and implementing large-scale interventions. Successful applicants will be tasked with supporting CBC's analytical processes through empirical research, data collection, and information compilation.

Purpose:

The purpose of this initiative is to offer exposure and opportunities to ensure that young individuals can actively participate in the Capacity Building of Government of India employees. It aims to acquaint candidates with the comprehensive procedures involved in policy making and engage them in conducting research focused on addressing key economic challenges confronted by the nation.

Eligibility:

- Undergraduate students having completed/ appeared in their last semester exams in the fields of Public Policy, Political Science, International Relations, Psychology, History, law, or other related courses.
- Graduate students having completed/appeared in the second semester exams/ end term exams of first year of their postgraduate program.
- Should be enrolled in recognised domestic/international university
- Additionally, the intern must have excellent communication, co-ordination and collaboration skills.

Period:

The period of internship shall be 4 - 12 weeks, which is a maximum period of 90-days (3months), depending on the requirements of the organization and the specific projects assigned to the intern. The interns not completing a minimum of 4 weeks, will not be issued a certificate.

The internship shall be available throughout the year depending on the requirements of the Capacity Building Commission. It is a full-time, work-from-office internship.

Role description:

- Assist and collaborate with designated personnel within CBC to provide research, policy inputs and papers on capacity building and related projects.
- Assist in compiling accurate and timely data required for research.
- Provide technical support for various surveys to be conducted by CBC.
- Assist with relevant analytical and statistical tools to execute research projects.
- Contribute to assigned projects, write reports, or carry out other tasks entrusted to them by respective HODs.

Facilities provided:

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

Stipend:

The Interns will be paid stipend @Rs 8,000/- per month for the period of internship on certification from the Officer, the intern is attached to.

Application and Selection Procedure:

- Applicants can apply throughout the year. Applications will be processed depending on the requirements of CBC.
- Applicants can apply throughout the year in the prescribed proforma. The duly filled-in and self-attested form should be submitted online and sent by email on internship.cbc@gov.in along with the following documents:
  a.) Resume/CV, Marksheet
  b.) 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.
- If any selected candidate opts out, the next candidate in the merit list from the individual state will be offered the opportunity.
- Selected candidates will be intimated with an offer via e-mail.
- The selection process includes a review of applications and will involve interviews to assess candidates' suitability for the internship.

Obligations of Intern:

- Interns may be assigned specific projects and asked to conduct research, analyse data and create reports within stipulated deadlines.
- At the end of 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 property of CBC. The intern is strictly prohibited from utilizing this information without prior permission. 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 a declaration of secrecy before reporting for internship.

Certificate

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

Termination

- This Agreement 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 condition and obligations imposed by CBC.

No Right of Appointment

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

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Capacity Building Commission
Department of Personnel and Training
20th, 21st & 22nd Floor, Jawahar Vyapar Bhawan, New Delhi-110001
Application Form for Internship Programme

Photograph

1. Name:
_____
First Name Middle Name Last Name

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

3. Date of Birth: _____ Age in completed Years _____
as on 1st January 2025

4. Gender: _____

5. Contact Address:
_____
_____ Pin _____

Permanent Address:
_____

_____Pin _____

6. Telephone (Landline):_____ Mobile: _____
7. Email: _____

8. Aadhaar No. _____

9. Nationality: _____

10. Languages known: _____

11. Educational Qualification: _____

(From Senior Secretary (10+2) onwards)

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

Year / Semester	College/ lnstitute	Name of the course / degree / PG I Research	University	Percentage/ Grade*

* 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. In case of LLB, it may be clearly mentioned whether the student is pursuing / pursued 3 years course or 5 year course.

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 _____