



GOVERNMENT OF RAJASTHAN



GUIDELINES FOR YIP– 2023

DIRECTORATE OF ECONOMICS AND STATISTICS



Guidelines for Selection of the Young Interns under Young Interns Program (YIP)- 2023

1. INTRODUCTION:

The State government has been running the Young Interns Program (YIP) for ten years. In the budget announcement of FY 2023-24, Hon'ble Chief Minister has made a provision of 250 young interns out of which the provision of the following numbers of interns for Divisional HQs and other District HQs, is to be made-

- Interns to be deployed at each Divisional HQ- 3 each
- Interns to be deployed at each District HQ- 2 each

These interns are to be selected by the District Collectors for monitoring and innovation in the government schemes being implemented by the districts. Following are the other eligibility conditions and the selection criteria for these young interns.

2. 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.

3. 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 from a recognized University with minimum 60% marks or a CGPA of 6 on a scale of 10 shall also be eligible for this internship.
- Any other additional educational and/or technical qualifications and experience shall be as per the special requirements submitted by the concerned 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.

4. 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 District Collector/Divisional 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.

5. MENTOR:

- 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 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.

6. SELECTION PROCEDURE OF YIPs

- Applications will be invited from the eligible candidates by the concerned District Collectors.
- Scrutiny of applications
- Group Discussion and Personal Interview (Any one or both) conducted by board of three members (one chairman and two members) constituted including members not below the rank of SDO.

7. STRUCTURE, EVALUATION AND AWARD OF THE INTERNSHIP-

7.1. Structure of internship-

- Interns will be allotted to the districts/divisional offices of their choice. The Mentor of the concerned 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.

7.2. Evaluation of the report-

- After the completion of internship of an intern will have to submit a 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.

7.3. CERTIFICATE OF INTERNSHIP:

- The interns of whose final reports shall be received from the incumbent district/divisional HQ with duly approved by the mentor will be awarded the internship completion certificate by the DES.

8. 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 data card/internet facility.
- 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.

9. 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.

10. 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).

11. MISCELLANEOUS:

- Interns will not be considered as employees of the district office/divisional HQ or DES during or after the internship.
- DES or 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.
