

National Commission for Scheduled Castes (NCSC)

Internship Module for Undergraduate Students

1. INTRODUCTION

The National Commission for Scheduled Castes (NCSC), an institution established under Article 338 of the Constitution of India, is committed to safeguarding the rights and advancing the welfare of Scheduled Castes across the country. In line with its mandate and to promote greater awareness and participation of youth in the cause of social justice, the Commission is pleased to introduce an **Internship Module** for students from universities and colleges across India.

This internship program is designed to provide students with first-hand exposure to the functioning of a constitutional body and to deepen their understanding of constitutional safeguards, policies, and the socio-economic realities affecting Scheduled Castes. Interns will have the opportunity to engage in research, policy analysis, field studies, and documentation activities under the guidance of experienced officers and subject matter experts at the Commission.

2. OBJECTIVE

- To provide students (any stream) with practical exposure to the working of constitutional bodies.
- To familiarize students with issues related to Scheduled Castes and mechanisms for safeguarding their rights.
- To develop research, analytical, and administrative skills in a real-world policy environment.

3. INTERNSHIP ACTIVITIES

Interns will be assigned work related to:

- **Research and Documentation:** Drafting briefs on policies, acts, and case laws related to Scheduled Castes. Summarizing reports, legal judgments, and administrative orders.
- **Field Work (Optional):** Assisting with surveys, case studies, and data collection related to SC welfare programs.
- **Awareness Campaigns:** Preparing social media posts, pamphlets, and other IEC (Information, Education, Communication) materials.
- **Administrative Support:** Assisting in file work, record maintenance, meeting coordination, and other official tasks.
- **Legal Assistance (for Law Students):** Helping with case analysis, complaint review, and legal research.

4. ELIGIBILITY

Bonafide students of any recognized University/ Institution within India, fulfilling following conditions are eligible to apply for the internship:

- a. Under-graduate students, having completed/appeared in the term end exams of second year/4th semester of the bachelor degree course.
- b. Graduate students having completed/appeared in the term end exams of first year/2nd semester of their post graduate programme or pursuing research/PhD.
- c. The students who have appeared in the final exam or just completed Graduation/PG and waiting for admission for higher studies.

5. MODALITY

5.1 Availability - The opportunity for Internship, as and when available, based on the requirements of the Commission, will be published in the website of the Commission.

5.2 Duration - The period of Internship shall be at least four weeks but not exceeding 12 weeks, as per discretion of the Commission. Interns not completing the requisite period will not be issued any certificate.

5.3 Application - Interested applicants may apply online only in the address link to be indicated in the website of the Commission from time to time. Applicants may fill his/her application form along with relevant documents.

5.4 Selection - Depending upon the number of applications received, the Commission reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof. Shortlisted applicants will be communicated through email.

6. DEPLOYMENT

Each selected intern shall be deployed with Officers/Sections in Head Quarter at New Delhi, and/or in any of the 12 State Offices located at Agartala, Ahmedabad, Bengaluru, Chennai, Chandigarh, Guwahati, Hyderabad, Kolkata, Lucknow, Mumbai/Pune, Patna and Trivandrum. The Commission reserves the right to deploy the interns at any of these location for the entire or part period of internship.

7. SUPERVISION AND MENTORING

Each intern or group of interns will be attached to a designated Officer/Mentor at NCSC who will guide the interns in their research. The Mentor will also review and monitor their progress.

This is a full-time internship to be attended physically and the interns are not expected to pursue any other course/work during the tenure of Internship. For satisfactory completion, inter-alia, 90% attendance is mandatory and satisfactory remarks from the concerned authority (authority who assigned the work).

8. CODE OF CONDUCT

All Interns must maintain strict confidentiality regarding all official information. Interns must adhere to the Commission's work hours, dress code, and professional behavior standards.

9. SUBMISSION OF REPORT

At the end of the Internship Program, all the interns will be required to submit a report on the research work assigned in the Commission and make a presentation on the finding. The submissions shall be done to Admin Section.

10. CERTIFICATE OF INTERNSHIP

The Interns will be assessed in terms of the quality of work/research as well as maintenance of Code of Conduct including completion of stipulated hours of work. A certificate of internship shall be issued to the Interns on satisfactory completion.

11. TERMINATION

The Department may terminate the training program of an intern at any time without assigning any reasons.

12. HONORARIUM/STIPEND

The Interns shall not be paid any honorarium/stipend and no TA/DA shall be paid for attending the Office.

13. LOGISTICS & SUPPORT

Interns will be required to have their own laptops. The Commission shall provide them working space, internet facility and other stationery items as deemed fit by the concerned Heads.

14. GENERAL TERMS & CONDITIONS

- i. Interns will have to make their own arrangement for transport as well as accommodation during the internship.

- ii. Interns are required to present themselves at respective locations/premises from 9:30 AM to 6:00 PM on all working days unless otherwise permitted by the controlling officer.
- iii. Interns shall follow the rules & regulations which are generally applicable to the employees of the Commission.
- iv. Interns shall follow the confidentiality protocol of the Commission and shall not reveal to any person or organization confidential information relating to the Commission, its work and policies. Interns shall sign a non-disclosure agreement with the Commission.
- v. Internship is neither an employment nor an assurance of an employment with the Commission.
- vi. Interns will follow the advice given to them by the Commission regarding representations to third parties.
- vii. Library facility at the Head Quarter is limited to referencing only; borrowing of books/journals is not extended to the interns. However, photo copies may be obtained from the library.
- viii. In the event of unsatisfactory performance, the internship shall be liable to cancelled.
- ix. If the intern decides to disengage from the internship, prior intimation of at least 7 days should be given to the Commission.

15. REVIEW

The Commission reserves the right to review the scheme at any time.

16. RELAXATION

The Chairman, NCSC will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

