

CHAPTER 1

BIS INTERNSHIP PROGRAMME (BIS-IP)

(I) BACKGROUND

BIS has decided to initiate an Internship Scheme from 1st April, 2018. This Scheme seeks to engage Indian Nationals, who are Students pursuing Graduation, Post graduation, Post Graduate Diploma course or who are Research Scholars enrolled in reputed University/ Institution within India (only such Universities which are state promoted or recognized by Association of Indian Universities) or abroad and specializing in associated disciplines as per Annex 1 of this policy, as "Interns".

These "interns" shall be attached within the various Departments/ Branch Offices/ Regional Offices of BIS based on their discipline of studies/ specialization. They would be expected to supplement the process of analysis within the Department through empirical collection and collation of in-house and other information. For the "Interns" the exposure to the functioning of the Bureau may be an add-on in furthering their own career goals in the Industries or International Organizations.

(II) OBJECTIVES

(a) The purpose of the internship scheme is to have mutual benefit.

(b) With the implementation of the scheme, BIS will be benefitted by getting fresh thoughts, perspectives and updated technical knowledge from the young generation. The intern's output will add to the existing human resource available in BIS.

(c) The "Interns" may benefit by getting an exposure to the functioning of Bureau and the Policy issues in National & International Standardization/ Certification schemes/ Management System Certification/ Quality Management & Quality Assurance/ Management/Administration/ Finance & Accounts and contribute to the Policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers etc.

(III) SALIENT FEATURES

The salient features of the programme are as under :-

1	Name of post	Internship
2	Terms of Reference	<p>Departments in BIS desirous of utilising the Interns shall prepare Terms of Reference for the work and outputs in the format prescribed at Annex – 2.</p> <p>Based on their requirement, the concerned Departments will send a request to HRD, through their activity heads. HRD will invite applications for the available slots and place the same on BIS website and in national newspapers.</p>
3	Number of Interns:	<p>The criteria for determining number of interns shall be as under:</p> <p>i. In certification activity one intern with each RO/BO/CMD ii. In standards formulation maximum of two interns per department. iii. Laboratory , one intern per discipline in each lab.. iv. In other departments/ activities: As per the projects available for interns determined by the concerned Activity Heads with a maximum of two interns in each department.</p> <p>Any changes in these numbers will require prior approval of DG.</p> <p>The number of interns to be taken at any given time in a financial year shall be decided in advance. The number of projects available shall be determined by the Activity heads for departments under them in various activities. The approval of Director General, BIS regarding number of interns to be taken at any given time in a financial year shall be taken before applications are invited by putting up a statement as per Annex 3.</p>
4	Eligibility Criteria	<p>The programme is open to students currently enrolled in reputed University/ Institution within India (only such Universities which are state promoted or recognized by Association of Indian Universities) or abroad fulfilling the required educational qualifications.</p>
5	Educational Qualifications	<p>The applicant should be a student of Graduation, Post Graduation or Research level academic courses who is enrolled in reputed University/ Institution within India (only such Universities which are state promoted or recognized by Association of Indian Universities) or abroad in associated disciplines as per Annex 1 of this policy.</p>
6	Logistics & Support	<p>Interns will be required to have their own laptops. BIS shall provide them working space, internet facility and other necessities as deemed fit by the concerned Heads.</p>
7	Other Attributes	<p>Candidates should have good working knowledge of technology based skills on the computer. They should also possess strong communication and interpersonal skills.</p>
8	Types of Internship	<p>There shall be two types of internships namely, Winter internship and Summer internship.</p>

		<p>Winter Internship:</p> <p>a) Winter Internship shall be available only from October to April every year to Post Graduate & Research students. Only Research scholars and students pursuing Master's degree course in disciplines listed at Annex 1 shall be eligible for the internship.</p> <p>Summer Internship:</p> <p>a) Summer Internship shall be available from the months of May to September every year.</p> <p>b) In addition to candidates eligible under winter internship, students pursuing undergraduate courses who have completed second year of three year course or third year of four year course who are meeting minimum qualification in associated disciplines as per Annex 1 of this policy, shall be eligible for consideration for summer Internship.</p>
9	Remuneration (per month)	<p>Token remuneration @ Rs. 10,000/- per month per Intern shall be payable for each month of internship for the Winter Internship.</p> <p>For summer Internship a token remuneration of Rs 5000/- per month per intern shall be payable for each month of internship.</p> <p>This honorarium shall be applicable only when the intern is found to be suitable and has been engaged for a minimum period of two months.</p>
10	Duration of Internship	<p>The period of Internship shall be for a minimum period of two months but shall not exceed six months in individual cases. However, in case of students pursuing Chartered Accountancy this period may be for a maximum of nine months.</p>
11	Expected Outcome	<p>The Interns shall prepare the outline of the expected outcome in discussion with the Department/ Branch heads and submit to the concerned Deputy Director General, the project plan along with the time lines. After completion, the Intern shall submit the project both in a hard copy and a soft copy to the concerned Deputy Director General. Where it may be desirable to have a wider consultation on the report the same may be presented in the SOM or a meeting organized for the purpose.</p>
12	Method of recruitment	<p>Through the advertisements to be put in the public domain from time to time.</p>

(IV) APPLICATION AND SELECTION

- (i) The application can be made through online application module available on BIS Website (www.bis.org.in) only.
- (ii) Application may be made during following two periods in a year:
 - a. 01 March to 10 April (for Summer Internship)
 - b. 01 August to 10 September (for winter Internship)
 - c. Interns must also clearly indicate the area of interest.
- (iii) A candidate can apply for internship only once during a financial year,
- (iv) The application shall be made on the prescribed proforma as given in Annex 4 through concerned University/ Institution only. In no case shall the application received without required certificate from University/ Institution as per Proforma given in Annex 4 shall be considered.

- (v) The final selection shall be made on recommendation of the Selection Committee.
- (vi) All necessary administrative approvals shall be obtained by the HRD Department/ Establishment Department and issue communication to the selected interns to join within fifteen days.

(V) Selection Committee

- i) A Selection Committee shall be formed to recommend number of interns to be hired to the Director General. The Selection Committee to comprise of Activity Heads of Certification, Standardization, Testing & Calibration and Administration or any other person nominated by Director General with Head (HRD) as Member Secretary. This Committee shall make its recommendation by 31st January for Summer Internship & by 30th June for Winter Internship respectively.
- ii) The Selection Committee shall recommend applicants for final selection as per provision of this Policy for approval of Director General.

(VI) Terms & Conditions for Interns:

- (i) The intern under no circumstances shall claim to become the employee of BIS. Nothing in this Policy shall create, or be deemed to create, a partnership or the relationship of employer and employee between BIS & the interns.
- (ii) Interns shall not divulge or disclose to any person, any details of BIS office(s), security arrangements, administrative/operational process, any technical know-how, and other organizational matters.
- (iii) In case of any loss that might be caused to BIS due to lapse on the part of Interns, discharging in wilful or accidental manner including fraud, Interns shall bear the losses in this connection.
- (iv) Any violation of instructions/ contract or suppression of facts or disclosure of BIS matters, records, documents, Indian Standards, Special Publications etc in hard or soft form to an outsider will attract cancellation of internship without any reference.
- (v) The BIS shall be within its right to terminate the internship forthwith or take any other action without assigning any reason whatsoever.

(VII) GENERAL INFORMATION REGARDING PROGRAMME :

- (i) The interns to be placed at station/ department for which selected.
- (ii) The Interns shall be attached to Department/ Branch heads who shall ensure timely initiation of the work plan and final submission of the Project Report. Important issues arising out of such issues and policy suggestions based on it may be presented to the Director General through concerned Deputy Director General.
- (iii) The work and performance of the Interns shall be reviewed periodically by the concerned HOD/ Activity Head.
- (iv) The internships shall not be for routine work. The interns should be given specific projects with defined outputs.
- (v) A Certificate in standard format as per Annex 5 shall be given by the Department to the Interns after they have completed their tenure and submitted their project Report.