



फा.सं/ FILE NO: A-33/01/2020-ISTM
भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)
कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING
कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

CORRIGENDUM

Dated: 09 Feb, 2021

Subject: Internship Scheme for students pursuing Under Graduates/ Post Graduates degree or are Research Scholars enrolled in recognized University/ Institution within India or abroad.

Kind attention is invited to the circular of even no. dated 21st January, 2021 regarding Internship scheme for students pursuing under Graduates/ Post Graduates in ISTM.

2. Revised application form is uploaded on this website. Dully filled applications in a prescribed format is to be forwarded to email- istm@nic.in on or before 28th Feb, 2021

(Shefali Saraf)

Under Secretary to the Govt. of India

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

Institute of Secretariat Training & Management

(Application form for Internship Scheme in ISTM)

Discipline: _____

Mobile No.: +91 _____

First Name _____ Middle Name _____ Last Name _____

Father's/Spouse's/Mother's/guardian Name: _____

Gender: Male/Female

Differently Abled : Yes _____ NO _____

Date of Birth _____ (DD/MM/YYYY)

Course under Pursue: _____

Educational Qualification:

| Level | %age/CGPA |
|-----------------|-----------|
| Class X | |
| Class XII | |
| Graduation | |
| Post-Graduation | |
| Ph.D. | |
| Any other | |

Bank Account No.: _____

Name of the Bank: _____

IFSC Code No.: _____

Location of the Bank : _____

Institution Details

Name of the Present Educational Institution: _____

Institution Email: _____

Type _____ Govt. / Autonomous/Private/State Govt.

Institution Phone: _____

Institution Street Address: _____

Institution City: _____

Institution State: _____

Institution Area Pin: _____

Personal / Residence Details

Telephone/Mobile Number: _____

Email: _____

Street Address: _____

City: _____

Pin Code: _____

State: _____

Other Details: _____

Emergency Contact Details: _____

Declaration: I hereby declared that the above mentioned information is true and correct.

Place:

Date:

Signature _____

Name of the Candidate (_____)

It is certified that the particulars given above are correct. The students, if selected may be engaged by ISTM for period applied for and this College/University/Institute doesn't have any Objection to her/his engagement and association with Training related activities.

Institutional Authority Name: _____

Institutional Authority Designation: _____

Complete Postal Address (with Pin Code) _____

Telephone Number (with Code): _____

Fax Number (with Code): _____

Email Address: _____

(Signature with Stamp)

Note: Application Form is to be forwarded to ISTM by Email: istm@nic.in after obtaining the signature of Institutions Authority.



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सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated: 21 January, 2021

Subject: Internship Scheme for the student pursuing Under Graduates/ Post Graduates degree or are Research Scholars enrolled in recognized University/ Institution within India or abroad.

Applications are invited from the applicants pursuing Graduate/Post Graduate/ Research scholars for Internship in Institute of Secretariat Training and Management:

| Number of Interns | Period of Internship | Stipend per Month | Last date of receipt of application |
|-------------------|--------------------------------------|-------------------|-------------------------------------|
| 10 | Minimum 6 weeks and Maximum 12 weeks | Rs. 10,000/- | 28 Feb, 2021 |

2. For more information on eligibility conditions for engagement, proforma for filling applications and other details may be downloaded from ISTM website: www.istm.gov.in.

Shefali Saraf

(Shefali Saraf)

Under Secretary to the Govt of India

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
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Engagement Based Exposure of Students into training, Learning and Development of Indian Civil Servants

Introduction: -

Institute of Secretariat Training & Management (ISTM) – an apex Central Training Institute under Department of Personnel & Training (DoPT), Ministry of Personnel Public Grievances & Pensions propose to give students pursuing Under Graduate / Post Graduate degree or are Research scholars enrolled in recognized University/Institution within India or abroad, an opportunity of engagement based exposure into training, learning and development activities of Indian Civil Servant through attachment with Training Faculty of ISTM for a limited time period.

Engagement of Academia: -

ISTM has undertaken to develop e - learning resources and design specific training programmers in customised fashion for various Government / Public Sector Organisations. This needs exchanges of ideas as well as engagements of meritorious Indian student as interns and exposure of such interns to civil service training environment. The interns are then expected to enrich the e- Learning resources and provide the cutting edge inputs in respect of emerging concepts in Management and Law.

Applications: -

Applications are invited twice in a year through online mode only. (i) For Engagement Based Exposure period starting anytime during January-June online link will be opened from 1st November to 30th November of the previous year and (ii) for Engagement Based Exposure period starting anytime during July-December online link will be opened from 1st May to 31st May of the year.

Eligibility: - Applicants pursuing Graduation/Post Graduation/Research in the following domain are eligible to apply: -

- i) Behavioural Science ii) Management iii) Law iv) Economics v) Accounting & Finance vi) Computer Science vii) Library Management viii) Other similar/ relevant fields suggested by the Faculty Members.

Period of Engagement: - The period of engagement shall be minimum 06 weeks and maximum three months. After completing this engagement, the students will be awarded an Experience Certificate by ISTM. Those who will not complete the minimum requisite period of engagement will not be awarded any certificate.

No. of Intern's to be hired: - Not more than ten (10).

NOC: - Applicants shall submit No Objection Certificate from their Head of Institute/Head of Department/Principal, for the proposed engagement based exposure before they are engaged by ISTM.

Honorarium: - Each intern would be paid honorarium of Rs. 2,500/- (Rupees Two Thousand Five Hundred only) per week or part thereof Subject to a maximum of Rs. 10,000/- per month.

Procedure for selection and Other Modalities of the Scheme: -

- a) All the applications received in the ISTM will be compiled centrally in the Administration Division.
- b) Faculty Member will send their requirement of “Students” to Administration Division. The request will be made online through ISTM TMIS.
- c) On receipt of a request from Faculty Member for student/s belonging to a particular discipline, the details of the available applications of that discipline will be provided to the concerned Faculty.
- d) Faculty Committee will select a candidate based on their functional requirement and inform the same to Admin Division who will send the offer letter to selected students after obtaining the approval of Director, ISTM. The Faculty Member will provide the rationale for selection of candidate and propose the task/assignment proposed to be assigned to the student.
- e) Processing of payment towards honorarium amount will be initiated by Administration Section after completion of engagement period. A certificate on the effect that assigned work has been successfully completed by students is required to be submitted by the student concerned. The said certificate will be countersigned by faculty concerned for whom intern has worked.
- f) The concerned Faculty Member shall be responsible for ensuring that the work programme and output mutually agreed upon with the student is satisfactorily completed. Students shall be required to submit a brief report/paper at the end of their assignment to the concerned Faculty Member about their learning experience.
- g) The attendance record and the details of work supervision shall be maintained by the concerned Member of Faculty.
- h) The conduct of the students and their access to ISTM systems and data shall be sole responsibility of the concerned member of Faculty.
- i) The Intern shall not have any copyright or ownership rights on the work done during the internship.
- j) The Intern shall log out of all system and databases provided by ISTM at the end of the internship period.
- k) The internship will be purely on ad – hoc / temporary basis and interns will have no right to employment or priority consideration for employment in ISTM.