

TOR for Internship

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1. **Only online application will be considered.**
2. **Physical application will not be considered.**

Last Date to Apply: ...05.3.2026.....

1. Ministry of Cooperation desires to engage students with Graduation/Post Graduation Degrees enrolled in recognized University/Institution within India as "Interns". These "Interns" shall be inducted in various Divisions/Units of the Ministry

2. These "Interns", in turn, would be expected to supplement the process of analyzing within Ministry and its other formations through empirical collection and collation of in-house and other information. For the "Interns" the exposure to the functioning of the Ministry and its other formations may be an add-on in furthering their future interests.

3. Name of the Scheme: “**Ministry of Cooperation Internship**”

4. Purpose

To allow short-term exposure to "selected candidates" with different Divisions/Units of Ministry as 'Interns'. A list of domains/areas for which Internship is available at **Annexure-I**.

5. Objectives of the Scheme: The Scheme has the following objectives:

To allow young academic talent to be associated with the Ministry's work for mutual benefit;

The "Interns" shall have an opportunity to know about the Government functioning and Regulatory and Developmental Policy issues and contribute in its amendment, if required, by generating inputs such as empirical analysis, briefing reports, policy papers, etc. A candidate can apply for internship only once during a financial year.

6. Period: The period of Internship shall not exceed 6 months.

7. Experience Certificate: A Certificate regarding successful completion of Internship shall be issued by the Division Head of the concerned Division in the format as available at **Annexure-II**. Interns not completing the requisite period will not be issued any Certificate.

8. Logistics & Support:
Interns will be required to have their own laptops. Ministry shall provide them working space, Internet facility and other necessities as deemed fit by the concerned Head of Division.

9. Procedure for Applicants:

a. Interested Applicants may apply **online only** in the address link to be indicated in the website of Ministry for internship. Interns must also clearly indicate the area of interest. The interns shall have the option to apply in one Discipline only. In case, any application/applications is/are received for nomination in more than one Disciplines, then it will be the prerogative of the Ministry to nominate the Discipline from the Disciplines mentioned by the intern.

b. At the time of joining on selection, Applicants shall be required to produce a letter from their Supervisor/Head of Department/Principal, indicating their status in the Institution and "No Objection" for allowing their student to undergo Internship programme for the period for which he or she is selected.

10. Procedure for Selection and Other Modalities of the Scheme:

a. All the applications received online will be forwarded to the concerned Heads of Verticals/ Units/Divisions in Ministry and its other formations for further scrutiny and selection. The Divisional Head will formulate an Internal Scrutiny Committee with the composition of other relevant subject expert in the Unit and any other officers and

thereafter in consultation with the Internal Scrutiny Committee so constituted within his/her purview will select the Interns on merit basis;

b. The Heads of Divisions/Units can take a 01 (one) interns per discipline as per Annexure -I for Internship at a time. Each Head of Division/Unit can avail a maximum of 01 Interns in the Unit in the specified 05 disciplines. After selection of the candidates, the concerned Division will send the name of selected candidate to the Administration through the portal itself. The decision of the Divisional Head on the proposed selection of a candidate as intern shall be final; depending upon the number of applications received against a particular domain/area, Ministry reserves the right to fix the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof;

c. The concerned Heads of Divisions/Units shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed. Interns shall be required to submit a brief report/paper at the end of their assignment to the Heads of the concerned Divisions/Units about their learning experience. It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned division .

d. The attendance record and the details of work supervision shall be maintained by the Heads of the Divisions/Units;

e. The Applicant would be required to submit the following: - Copy of Mark-Sheet/Degree of Graduation/Post-Graduation.

f. The Students will not have any claim for job in Ministry of Cooperation or any other organizations under its administrative control or its other formations;

g. The application must reach to the Under Secretary (Admn) Section within the stipulated period through online portal;

h. The applications found incomplete or not fulfilling criteria laid down as above will be summarily rejected;

i. Applications from the applicants who have already completed internship scheme, irrespective of the disciplines, in this Ministry shall not be entertained.

11. Stipend disbursement:

The quantum of stipend to be paid to the Interns as below:

Category	Monthly stipend	Qualifications
Intern A	15000	Graduate/ appearing students meeting the eligibility requirement
Intern B	20000	Post graduate/ appearing students meeting the eligibility requirement

***Note:** The budgetary requirement for the payment of internship would be met either through Professional Services Head under Admin. Division or CEF fund. In addition to the stipend, performance based incentive worth Rs.5000/- per month would be paid to eligible interns from Cooperative Education Fund (CEF).*

12. No stipend shall be paid if the student leaves the internship before completion of one month. Subsequently, the amount of stipend shall be paid proportionately depending upon the period of internship for the subsequent period of internship. Absence of the Interns from attending the assigned task in the Ministry for more than **2 days** in month shall cause deduction of stipend amount equivalent to the number of days in excess of **2 days**.

13. Selection Criteria:

The Applicants shall be selected on “Merit” basis.

List of the selected candidates will be displayed on the website of Ministry.

14. Power to Relax:

Secretary, Ministry of Cooperation shall have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

Annexure-I

S. No.	Discipline
<u>1</u>	Finance Banking
<u>2</u>	Agriculture
<u>3</u>	Dairy
<u>4</u>	Warehousing
<u>5</u>	IT

Annexure-II

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE
(To be given on Letter Head)

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr./Miss./Mrs. _____ a student of University/Institute has successfully completed his/her Internship with Ministry of Cooperation, Government of India from _____ to _____. During the period of Internship, he/she worked under _____ in the following areas: -

2. He/She has shown special flair for _____ and his/her performance in preparation of the report has been rated as _____
3. During the period of his/her internship programme he/she was punctual and hardworking.
4. I wish him/her every success in his/her life and career.

(Signature)
Divisional Head

Proforma to Apply for the post of Young Interns

**Government of India
Ministry of Cooperation
Atal Akshay Urja Bhawan,
New Delhi, 110003**

Name of the applicant		Paste your latest photograph
Father's Name		
Mother's Name		
Date of Birth		
Address		
Contact/Mobile Number		
Email Address		

Educational Qualification (10th Onwards)

Qualification	Institution	Year of passing	Percentage of marks obtained	Remarks (If any)

Professional Qualification/Skillset

Qualification/Skillset	Institution	Year of Passing	Percentage of marks obtained	Remarks (if any)

Previous Experience (Give Details):

Whether possess basic knowledge of computer: Yes/No

Any other relevant information:

Documents to be enclosed:

i. Self-attested:- Matriculation (10th class), Higher Secondary (12th class), Graduation and Post Graduation Mark sheet and Certificates

- ii. The intern shall provide recommendation letter from two (02) references known to them preferably from the present Institute or the Institute last attended.
- ii. A self-undertaking shall be provided by the intern to the effect that he/she has no criminal record or criminal case in any court pending against them.
- iii. Experience letter from the last employer, if any.

Note:

1. Online Applications should be invariably sent to ***cet.division-coop@gov.in***
2. ***Last date of submissin of online application : 05.3.2026***
