

Internship Scheme at Directorate General of Fire Services, Civil Defence and Home Guards, Ministry of Home Affairs.

INTRODUCTION

1. In alignment with the vision of enhancing youth employability and skill development, this proposal outlines a new internship scheme aimed at providing valuable career-oriented experiences to youth within the DG FSCDHG Directorate. Building upon the success of initiatives like the Prime Minister's Internship Scheme (PMIS), which targets large-scale internships in top companies, our scheme intends to equip young individuals with critical skills, foster professional growth, and improve their future job prospects.

2. This initiative aims to offer well-structured internship opportunities within the Directorate, focusing on bridging the gap between academic learning and real-world application. By facilitating hands-on experience and mentorship, this scheme will contribute to preparing a skilled workforce, in turn promoting greater efficiency and productivity in the Directorate's operations.

3. This scheme seeks to engage students pursuing Under Graduate/Graduate/Post Graduate Degrees or are Research Scholars enrolled in recognized University/Institution as '*Interns*'. These '*Interns*' shall be given exposure to various verticals in this Directorate. For the "*Interns*" the exposure to the functioning of the Indian Government - attached offices may be an add-on in furthering their future interests.

4. **This internship will be offered on an "Unpaid Basis"**. Upon successful completion, a certificate of internship completion will be issued by the DG - FS CD&HG.

5. **The Scheme.**

- i) **Name of the Scheme:** Directorate General of Fire Services, Civil Defence & Home Guards Internship Scheme.
- ii) **The Purpose of the scheme:** To allow short term exposure of "selected candidates with the different verticals like Civil Defence, Home Guards and Fire Services of DG FS CD&HG, as '*Interns*'. Internship shall be available throughout the year based on the requirements of this Directorate. **A List of Domains/areas for which internship is invited is enclosed at Annexure 'A'.**

6. **Objectives of the Scheme:** The Scheme has the following stated objectives: -

- (a) To allow young academic talent to be associated with this directorate's works and projects work for mutual benefit.
- (b) The '*Interns*' will have the opportunity to gain valuable insights into the functioning of the Government and its developmental policies. They will actively contribute to advisory guidelines, policy formulation by providing essential policy inputs, such as empirical analysis, briefing reports, policy implementation strategies, and project monitoring and project implementation among others.

7. **Internship:** The internship shall be available throughout the year based on the requirements of DG FSCDHG directorate.

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

- (i) Under-graduate students, having completed/appeared in the term exams of second year/4th semester of the bachelor degree course and secured not less than 70% or equivalent marks in 12th class.

- (ii) Graduate students having completed/appeared in the term end exams of first year/2nd semester of the post graduate programme.
 - (iii) Post Graduates pursuing PhD/ Post doctoral Programs / Research scholars of part time PhD programs of recognized universities and secured not less than 60% marks in graduation
 - (iv) The students who have appeared in the final exam or just completed Graduation/PG and waiting for admission for higher studies may also be considered for internship.
6. **Period of the Scheme**: The period of internship shall be at least six months but not exceeding one-year. 'Interns' not completing the requisite period will not be issued any certificate.
7. **Experience Certificate**: A certificate regarding successful completion of Internship shall be issued by the DG FS CD&HG, **format is enclosed at Annexure 'B'**.
8. **Logistic & Support**: DG, FS CD & HG shall provide them working space, internet facility and other stationaries as deemed fit by the concerned Vertical Heads.
9. **Procedure and conditions for Applicants**: -
- i) A candidate can apply for internship only once during a financial year.
 - ii) The selected applicant has to produce original mark sheet and NOC from the college/institution at the time of joining failing which his candidature shall be cancelled, **format of NOC is available at Annexure 'C'**.
10. **Procedure for Selection and Other Modalities of the Scheme**:
- a) All the applications received will be made available to ADG CD/Estt of this directorate for further scrutiny and selection of eligible candidates.
 - b) The selected candidates may be asked to submit the hard/soft copy of their NOC from their Head of the department/Principal by giving sufficient time before issuance of the offer letter. It also has to be indicated that the student would not be registered for any course requiring his attendance in the class during the period of internship.
 - c) The directorate will upload the list of selected candidates on the website, and depending upon the number of applications received the department reserves the right to fix up the eligibility criteria, limit the numbers of applicants to be called for a particular period and to decide about the mode of screening thereof.
 - d) Interns shall be required to submit a brief report at the end of their assignment to the directorate about their learning experience.
11. **Attendance**: During internship, the candidate should have a minimum of 80% attendance and they have to mark In and Out time on daily basis. In case of less than 80% attendance the period of internship will be extended for the period thereof to become eligible for the internship certificate.
12. **Scheme Review**: DG FSCDHG directorate reserves the right to review the scheme at any time and power to relax any of the conditions mentioned above, in respect of any deserving candidate.



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Directorate General Fire Service, Civil Defence & Home Guards

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East Block-VII, Level-VII

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R.K. Puram, New Delhi-110066

Dated: _____ March, 2025

To

Shri Umesh Kumar, ADG, CD (Commn.)
DGCD, MHA.

Subject: - **Internship Scheme at Directorate General of Fire Services, Civil Defence and Home Guards.**

Sir,

An internship scheme is being rolled out by this Directorate with the permission of Ministry of Home Affairs w.e.f. 01 April, 2025.

2. The applicants are directed to submit the google form in this Directorate's website. The google form is made and will be given for uploading in the website.
3. You are requested to instruct the IT back-end team to upload the detailed guidelines of google form and biodata form in our directorate website.

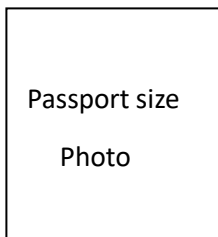
Encl:-As above.

(Sandeep Krishnan B.)
ADG/CD(O/O)

Bio-data for Internship in Directorate General Fire Service, Civil Defence & Home Guards

1. Name of the Applicant: - _____
2. Father's Name : _____
3. Address : _____

4. Contact Number : _____
5. E-Mail : _____



6. Date of Birth :- _____ (as per class 10th /High school certificate)

7. Educational Qualifications: -

Sl.No.	Degree	Year of passing	Marks Obtained	College/University/Institute

8. Qualification Status: - Whether pursuing or completed: _____
9. Area of Interest: Choose only one area of interest as per Annexure 'A' of intern's advertisement

Note:

- a) You are eligible to apply for the internship only if you fulfil the eligibility criteria mentioned in the guidelines.
- b) Internship application will be accepted **ONLINE/OFFLINE** from **1st April 2025 to 20th April, 2025**
- c) You are advised to check the details before submission. No correspondence regarding change of details will be entertained.
- d) The DG FS, CD&HG does not assume any responsibility if you are not being able to submit your application on account of technical reasons or any other reason beyond the control of DG-FS, CD&HG.
- e) In case of any web related issues, please contact:- **8340447616 and 9810835011**
- f) Right of O/o DG-FS, CD & HG reserves the right the process to accept or reject any application at any stage without giving any reason, whatsoever.

Domains/Areas available for Internship

1. General Administration
2. Project Monitoring and Evaluation
3. Secretarial Functions and Staff Duties.
4. Data Management and Analysis
5. Governance
6. Civil Defence Organization
7. Project Appraisal, Implementation and Management
8. Public Finances/Budget
9. Skill Development and Employment
10. Mass Communications and Social Media
10. Fire Services
11. Home Guard Organization
12. Accounting and Budget

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTUTION

Subject: - No Objection Certificate for Directorate General Fire Services and Civil Defence and Home Guards Internship programme.

It is certified that shri/Ms. Mrs. _____ is a Bonafide student college ID No _____ of semester/year _____ of name of the programme of this _____ Institution/College. The _____ Institution/College has No Objection for doing the Internship programme at DG, FS CD & HG for the period from _____ to _____. It is also certified that he/she is not registered for any course requiring his /her attendance in the class during the above period.

The conduct of the student as recorded by the college/institution has been found good/satisfactory/unsatisfactory.

(Signature and Seal)