

INTERNSHIP POLICY OF THE SHILLONG MUNICIPAL BOARD

1. INTRODUCTION:

The Shillong Municipal Board seeks to establish an effective and efficient internship programme aimed at bridging the gap between academic study and competent performance in the workplace by offering structured internship opportunities to students and unemployed youth with tertiary qualifications that will enable them to gain practical work experience over a minimum period of three months and a maximum period of twelve months.

2. OBJECTIVES OF THE POLICY:

- To develop and prepare a pool of qualified candidates who understand the intricacies of the public service.
- To resolve the general shortage of qualified and skilled people in the workforce by encouraging graduates to equip themselves with the necessary practical experience.
- To assist in meeting the strategic staffing needs of the public service by providing practical and accelerated work experience programmes that expose interns to specific occupations.
- To address the problem of youth unemployment, especially young graduates and post graduates by providing them with work experience opportunities in the public service.
- To contribute to accelerated service delivery by government through the improved introduction of skilled personnel in the public service.

3. GUIDING PRINCIPLES:

- To provide appropriate and relevant work experience commensurate with the intern's qualification.
- Posts identified for internship programmes must contribute to the strategic staffing needs of the SMB.
- Interns should not be recruited to replace permanent employees.
- Internship programmes should be shaped and managed to have a direct relevance/interest to the SMB.

4. ELIGIBILITY OF THE INTERNS:

Young unemployed graduates / post graduates or students pursuing graduate and higher studies in Urban Planning, Environment Engineering, Computer Engineering, Civil Engineering, Master of Business Administration (Finance), Legal, Architecture, Social Work and others in a recognized university / institution. Interns who are residents of the State of Meghalaya and who are familiar with the various issues of the city shall be preferred.

5. SELECTION PROCEDURE OF THE INTERNS:

- Interns desirous of seeking internship shall have to apply clearly indicating the areas of interest. They must also indicate the period of which they are interested in the internship. The Department shall generate an eligibility list and communicate to the selected candidates at least one month prior to the start of the internship, provided the application was received at least two months prior to the proposed start of the internship date.
- Intern selection criteria should include:

- a) A commitment or desire to follow a public service career in a specific strategic occupation that has been identified;
- b) Willingness to work dilligently for the duration of the internship.
- c) A diploma or a degree as a requirement for selection
- Interns shall be selected by a selection panel constituted by the SMB.

6. NUMBER OF THE INTERNS:

The maximum number of interns shall be fixed by the SMB for each functional area. This will be based on the availability of time from the officers to guide the work performed by the Intern.

7. TASKS AND RESPONSIBILITIES:

The intern must:

- Work for the SMB in terms of the period as specified in the internship agreement.
- Be available for and participate in all learning and work experience required by the SMB.
- Comply with workplace policies and procedures.
- Complete any task assigned within specified period.
- Participate in the general activities of the department in which the internship activities take place.
- Take full advantage of the training and development opportunities available to him/her.
- Demonstrate willingness to participate through work experience.
- Provide a record of his/her internship experience to the SMB.

- Where the intern is participating in an internship programme as part fulfillment of an accredited higher education qualification, she or he must develop an output or report the nature of which will be agreed to between the SMB and the educational institution.

8. LOGISTICS AND SUPPORT:

Interns are required to have their own laptops. The department shall provide them working space, internet facility and other necessities as the officer in charge may deem fit. All interns would be required to sign a Non-Disclosure and an Indemnity agreement with the department. They would also be required to sign a bond that all work produced as a result of their association with the department belongs to the department, especially the Intellectual Property of any document, database, design, software, etc. produced as a result of the internship programme.

9. NODAL OFFICER:

Each intern will be assigned to a branch/department of the SMB and the Branch i/c shall be the nodal officer. The intern and nodal officer are required to interact on a regular basis and formally share status updates regularly.

10. RIGHTS OF INTERNS AND SMB

a) Intern

The intern has the right to:

- a) Be exposed to work experience opportunities.
- b) Have access to the resources as may be required to fulfill her or his obligations.

b) SMB

The SMB has the right to require the intern to:

- a) Perform duties as may be required and relevant.
- b) Comply with the rules and regulations of the employer.

11. PERIOD OF INTERNSHIP AND STIPEND/REMUNERATION

- The internship should not be less than 3 months or more than 12 months.
- Interns who take up the internship for work experience and not for fulfilling partial requirement of a higher qualification, shall be paid a stipend not exceeding Rs. 600/- per week provided they work at least 40 hours a week.
- On completion of the programme the intern shall be provided with a certificate stating the work experience that she or he undertook during the agreed period of internship.



Chief Executive Officer
Shillong Municipal Board