

32

Jharkhand State Livelihood Promotion Society

(Under the aegis of Rural Development Department, Govt. of Jharkhand)

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Internship policy of JSLPS

1. ABOUT JSLPS

Jharkhand State Livelihood Promotion Society (JSLPS) was formed as an autonomous society in year 2009 within Rural Development Department, Government of Jharkhand. The society was formed to serve as nodal agency for smooth implementation of poverty reduction, strategies, schemes and programmes in Jharkhand for disadvantaged groups. The society works as a specialized agency for livelihood promotion strategies and interventions in the state and collaborates with various government departments, NGOs/CBOs, technical institutions and private sector. It functions democratically through an Executive Council (EC) and a General Body (GB), which represent secretaries from different departments of Government of Jharkhand, policy makers, social workers and representatives of NGOs. Hon'ble Minister, Rural Development is chairperson of GB while the EC is headed by the Principal Secretary, Rural Development Department.

Jharkhand State Livelihood Promotion Society has been designated by the State Government to anchor and implement the National Rural Livelihood Mission in Jharkhand in the September 2011. The JSLPS has initiated the SRLM's activity in the financial year 2012-13. The State Mission Management Unit (SMMU) has been established within the society, which is headed by a full-time Chief Executive Officer (CEO). The CEO is being supported by a full-time Chief Operating Officer (COO) and a team of senior level professionals and thematic experts. The SMMU has unveiled its independent vertical at district (DMMY) and blocks (BMMU) which are headed by District Program Manager and Block Program Manager respectively. Besides, NRLM, the society runs several other important schemes on rural development sanctioned by the Government of Jharkhand and Government of India respectively, some important are; Sanjivini Project, Model Village, Socio-Economic and Caste Census (SECC), Special SGSY and others.

Objectives of JSLPS

The major objectives of JSLPS are:

- I. To alleviate the poverty, especially among the disadvantaged groups in Jharkhand.
- II. To contribute to the lives of the rural poor throughout the state through empowerment and fostering strong self-managed grass root institutions and support investments for the groups of the poor.
- III. To promote convergence among various poverty reduction and empowerment programs/schemes.
- IV. To evolve strategies and approaches for the empowerment of the poor through social mobilization and institution building for community participation.
- V. To build support and service structures for providing social and technical guidance to the poor in their overall social progress and livelihood development.
- VI. To establish models for participatory social and economic development of the rural poor in conformity with all these objectives and prove their relevance, sustainability and suitability of replication.
- VII. To facilitate knowledge and experience sharing among stakeholders including – government departments, technical institutions, relevant autonomous agencies of the government, civil society organizations, non-governmental organizations, private sectors, community based organization and research agencies.
- VIII. To strengthen and form producer cooperatives/ groups/companies around key commodities non-farm products and services and expanding poor people's participation in existing commodity cooperatives and producer groups/companies.
- IX. To support development of new ideas and innovative programs.
- X. To foster collaboration among relevant departments at State and District level for poverty alleviation of disadvantaged groups in the state and partnership with civil societies, NGOs or/and any other resource agencies.
- XI. Provide technical and other advisory support to government and stakeholders.



2. PROSPECT OF INTERNSHIP IN JSLPS

JSLPS's concept of "internship" endeavors to provide real work experience to prospective interns who are looking to explore or gain the relevant knowledge and skills, contribute in process of policy interventions, social work, social development, livelihood options and above all an enhanced perspective which is required to enter into a particular career field.

In JSLPS, an internship means, providing pre-professional work experience to students of graduation/post graduation from premier institutes and universities in development sectors. As a part of course curriculum, students are placed in various institutions/Voluntary Organizations/NGOs for internship. The primary focus on involving interns is exposing them to practical field experience where they can develop confidence by application of theoretical classroom based learning's into practical field based impacts. In fact, internship provides an excellent way to begin building those all important skills, knowledge, capacity and connections that are valuable in developing and maintaining a strong professional caliber and networking for the future career.

The JSLPS proactively encourages students, universities, colleges and organizations to second their interns around thematic areas of mutual interest wherein there is a twofold benefits – firstly to the organization and secondly to the intern in terms of the experience gained during the period of assignment.

The Internship at JSLPS provides students a fair chance to explore/experience and contribute towards understanding of society as well as organizational management by participating in different thematic domains like social mobilization, livelihood, skill development, MIS, research, field exposures and documentation.

3. OBJECTIVES OF INTERNSHIP

The objectives of JSLPS internship programme are:

- i) To explore and select potential interns and enhance their knowledge, skills, capacity and understanding of various facets in Rural Development.
- ii) To equip them with skills and competencies in action researches, advocacy, communication, capacity building, team builds project management for various ongoing programs and schemes which are designed for disadvantaged groups with focus on social inclusion and promote gender equality.
- iii) To provide them opportunity to learn hands on experience in field as well as from senior professionals by sharing experiences and expertise.
- iv) To engage interns in ongoing short term studies/developmental interventions initiated by JSLPS.



4. TYPES OF INTERNSHIP OPPORTUNITIES IN JSLPS

JSLPS has provision for engaging interns in various forms that follow;

- i. JSLPS funded interns- In this category JSLPS selects intern as per organization needs and pay intern a modest remuneration to meet his /her daily expenses as per the society's norms.
- ii. Intern Volunteers-who would be based on self finances/sponsoring institutions or organizations and would bear his /her expenses himself /herself fully or partially.

5. ELIGIBILITY CRITERIA AND APPLICATION PROCEDURE

- i) Students who are pursuing BSc Agriculture/Veterinary & Animal Husbandry/ Forestry and others relevant streams, Respectively Students Pursuing Master Degree or Post graduate diploma in various relevant streams from Recognised Universities are eligible as per requirement.
- ii) The institute/universities/departments shall contact JSLPS at least three months in advance for engaging interns as per letter's norms and procedures.
- v) In this order, the thematic Programme Managers or State Programme Managers shall have discretion to design their criteria as per the requirement.
- vi) The interested students/incumbents are required to send their application along with a)Copy of bio-data b) three photographs c) A letter duly issued by the head of the department/institutions/ Agency with declaration that the applicant is a bonafide candidate of the concerned institutions.
- vii) All selected interns shall be intimated by email/post once the selection process is over.

6. SKILLS

- i) The prospective interns shall have good communication skills in reading writing and speaking in English and Hindi .They shall be able to work well in teams.
- ii) They must possess computer literacy and knowledge of Word, Excel, PowerPoint and internet.

7. TENURE

The duration of internship shall vary as per the need of organization. The duration of internship may range from 4-12 weeks. Part Time interns will be considered only in special cases.

8. SELECTION PROCESS

- i) Interested candidates should apply directly or through sponsoring institutions by sending their Resume to Concerned Domain Specific State Program Manager /Program Manager
- ii) Mode of selection will be decided by specific thematic State Program Manager /Program Manager in consultation with Chief Operating Officer/Chief Executive Officer
- iii) Number of requirement of interns shall completely depend on the requirement of JSLPS.
- iv) Preference will be given to students who belongs to Jharkhand State.

9. ROLE & RESPONSIBILITY OF INTERNS

- i) Work plans and work schedules shall be developed by supervisor and the Interns shall invariably adhere to the same.
- ii) At the end of the internship tenure, the interns shall be required to submit a detailed Report/Paper. They shall be sharing it with teams by preparing PPT on assignments entrusted to them by concerned PMs and SPMs.
- v) The selected interns shall spend a minimum 50% of the working time in field as per the requirement of JSLPS.

10. PERFORMANCE ASSESSMENT OF INTERNS

After successful completion of tenure, each Intern will submit a short report/monograph on his/her experience and challenges in the implementation of National Rural Livelihood Mission /Other development projects in the area of intervention; this is a mandatory requirement failing which internship Certificate will be forfeited.

11. STATUS OF INTERNS

- i) Interns shall not be considered as JSLPS staff members. They shall not represent JSLPS in any official capacity.

12. FINANCIAL ASPECTS

- i) JSLPS will provide Intern a lump sum monthly stipend of INR 10, 000/- per month .
- ii) JSLPS shall not have any responsibility/liability for the medical insurance of the intern or for costs arising for accidents and illness that occurs during internship. Interns are fully responsible for arranging, at their own expense, life, health and other forms of insurance covering the period of internship at JSLPS.

13. CODE OF CONDUCT

The Intern engaged by the JSLPS shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- i) The Intern shall follow the rules and regulations of the JSLPS that are in general applicable to employees of the JSLPS.
- ii) The Intern shall follow the confidentiality protocol of the JSLPS and shall not reveal to any person or organization confidential information on the JSLPS, its work and its policies.
- iii) Interns may, with the prior permission of the JSLPS, represent to academic bodies and at seminars and conferences.
- iv) Any paper and document written and/or published by the intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of the JSLPS.
- v) Interns shall follow the instructions/suggestions given to them by the JSLPS regarding representations to third parties.
- vi) In general an Intern may not interact with or represent the JSLPS vis-à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Society depending on the nature of their roles and responsibilities.
- vii) No Intern shall represent the JSLPS to any media form /forums.
- viii) Interns shall conduct themselves professionally in their relationship with the JSLPS and the public in general.
- ix) Copyright/right to use document vests to the society for all papers/reports prepared by the intern during internship in JSLPS

14. TERMINATION:

- i) The JSLPS may disengage the Intern if the Authority is of the view that the services of the Intern are no more required.




26

- ii) In general, if the Intern decides to disengage from the JSLPS, he will provide seven days prior written intimation to the society. However, the Authority may relax norms in exceptional cases, particularly for those interns who plan to stay for more than 3 months in the Society. In such cases they shall provide a notice period of up to one month.
- iii) Upon termination, the Intern must hand over to the Society, all papers, equipments or any other assets which might have been given to the Intern by the Society in course of his/her work with the JSLPS. This will also include any badges or ID Cards which may have been issued to the Intern.
- iv) If it comes to the notice of the JSLPS that the person whose services have been terminated by the JSLPS continue to act in a manner which gives an impression that he is still working for the Society, the JSLPS shall be free to take appropriate legal action against such person.
- v) In general the JSLPS may terminate the services of the Intern at any point of time without assigning any reasons and with immediate effect.

15. POWER TO REMOVE DIFFICULTIES:


CEO shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.


(Paritosh Upadhyay) 14/9/13
Chief Executive Officer

Memo No. 1278..

Dated ..14/9/2013

Copy to : Principal Secretary, Department of Rural Development, Govt. of Jharkhand for kind information.


(Paritosh Upadhyay) 14/9/13
Chief Executive Officer