

GOVERNMENT OF ODISHA

SKILL DEVELOPMENT AND TECHNICAL EDUCATION DEPARTMENT

NOTIFICATION

No. SDTE-SD-MISC-0027-2023 8952/SDTE, BBSR dated 28/11/2023

1. **Introduction**

Skilled-In-Odisha as a rising brand has garnered the interest of numerous young individuals eager to become part of the skilling movement. As we advance on this journey, it becomes crucial not only to consider youths as a target audience but also to actively involve them as partners in the process of skilling Odisha. With this aim, the Skill Development & Technical Education Department intends to offer internship opportunities to eligible and interested young individuals. This internship program offers a platform for them to gain valuable insights into various institutional processes, refine their skill sets, and apply their academic knowledge.

2. **Objectives**

- a. Creating an enabling platform that would allow students gain exposure into the design and implementation of policies through research and analysis.
- b. To create a nurturing environment for young academic talent to learn about government operations and policy, while preparing for their careers and making meaningful contributions to the skill ecosystem.

3. **Host Institutions:** SD & TE Department, Directorate of Technical Education & Training, Directorate of Employment, State Council for Technical Education & Vocational Training, World Skill Center, office of the District Skill Development & Employment Officers, etc.

4. **Purpose:** To allow engagement of selected interns by the host institutions in possible domain areas as given at **Annexure I**.

5. **Duration:** Internship shall be available throughout the year based on the requirements of the host institution. Period of internship will be for 6 weeks and if necessary, will be extended by 6 more weeks. However, internship will not exceed 12 weeks in any circumstances. Interns not completing the requisite period will not be issued any certificates.

6. **Eligibility:** Student at any recognised University / College / Institution from India or abroad not exceeding 25 years of age and fulfilling the following conditions are eligible to apply for the internship:

- a. Undergraduate students who have completed at least two years (or four semesters) of their bachelor's degree programme with a minimum of 60% in their 12<sup>th</sup> grade exams.
- b. Graduate students who have completed at least one year (or two semesters) of their post graduate programme and have secured a minimum of 60% in their undergraduate degree.
- c. Students pursuing research or a PhD or MBA, MCA, or other professional



- degrees with a minimum of 60% in their undergraduate degree.
- d. Students pursuing a course or in final year in ITIs or polytechnics and securing not less than 50% or equivalent marks in 10<sup>th</sup> or 12<sup>th</sup>, as applicable.
  - e. Students who have appeared in the final exam or just completed graduation or post-graduation and are waiting for admission to higher studies may also be considered provided they have secured 60% or more cumulative marks in all the years or semesters of their graduation or post-graduation till the date of application.
  - f. Candidate may re-apply if the application is not considered for the month they have requested for.
7. **Attendance:** Candidate should have a minimum attendance of 75% during the internship period.
  8. **Logistics and Support:** Interns will be required to have their own laptops. The host institution shall provide them with working space, internet facilities, and other necessities as deemed fit.
  9. **Experience Certificate:** Upon successful completion of the assignments during the agreed engagement period, a Certificate of Internship shall be issued to the intern.
  10. **Application procedure:**
    - a. Interested applicants may apply online only through the website of the Department ([www.sdte.odisha.gov.in](http://www.sdte.odisha.gov.in)) from 1<sup>st</sup> to 10<sup>th</sup> of every month. The application will be valid for the desired month.
    - b. Applicants must also clearly indicate the area of interest from amongst the broad areas as given at **Annexure I**.
    - c. An application can only be made three months in advance, but not later than one month before the month in which an internship is desired. e.g., If any applicant wants to join the internship programme, which is commencing in the month of January 2024, then he or she can apply from the month of October 2023 to November 2023.
    - d. The applicants who do not fulfil the eligibility conditions as stated at point no. 4 their applications shall have rejected.
    - e. The selected applicants shall be required to produce original marksheets, NOC from the institution (format in **Annexure II**), failing which their candidature shall be cancelled.
  11. **Selection Process:**
    - a. All the applications received online will be made available to the concerned heads of host institutions for further scrutiny and selection of eligible candidates.
    - b. The host institutions can take interns based on the scope, requirement, and availability of office space. The decision of the Department of SD&TE regarding the suitability of a candidate as an intern shall be final and binding.
    - c. The selected candidates shall be required to submit a soft copy of NOC from their parent institution duly signed by Principal/Head of the Department. (format in **Annexure II**).
    - d. The list of selected candidates will be uploaded in the Department's website.
    - e. The heads of the host institution shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the intern are satisfactorily

completed.

**12. Internship report and evaluation:**

- a. Interns shall be required to submit a brief report or paper at the end of their assignment based on their learning experience. A brief presentation could also be done by the intern.
- b. The host institution shall submit the internship report, attendance, and performance report to SD & TE Department for issue of the internship certificate.

**13. Other conditions:**


- a. The internship will be on an unpaid basis, which means no expenses related to personal travel or accommodation, or any compensation, shall be borne by the host institutions.
- b. The offer of internship by the Department is not an offer of job or commitment of any future job; hence the offer of internship would not be used as a claim for that matter.
- c. The conduct of the interns and their access to data shall be the sole responsibility of the concerned offices or establishments only.
- d. In case of non-compliance and non-performance, the host institutions would have right to terminate the internship programme by issuing a termination notice/letter to concerned intern to this effect.
- e. The host institutions can take a maximum of 3 interns for internship at a time.
- f. Every host institution will assign a Mentor to each intern to guide, mentor and supervise them during their period of internship.

**14. Relaxation:**

- a. The Secretary, SD&TE Department, will have the power to relax any of the conditions mentioned above, in case of any deserving candidate.

**Order:** Ordered that the Notification be published in the Extra-Ordinary issue of Odisha Gazette and copy of the same be supplied to All Departments of Government/ All Heads of Departments/ Assembly Secretariat/ Accountant General (A&E), Bhubaneswar.

**By Order of the Governor**

 28/11/2023  
(Usha Padhee)

**Principal Secretary to Government**

Memo No. 8953 / SDTE, Bhubaneswar dated 28/11/2023

Copy forwarded to the Director of Printing & Stationary and Publication, Odisha, Cuttack with a request to publish this Notification in the extra ordinary issue of the Odisha Gazette and supply 30 (thirty) copies to this Department.

OSD-cum-Addl. Secretary to Government

Memo No. 8954 /SDTE, Bhubaneswar 28/11/2023

Copy forwarded to PS to Minister, SD&TE / OSD to Chief Secretary/ Addl. Secretary to Government, SD&TE Department-cum-OSD to Chairperson, OSDA/ PPS to Principal Secretary, SD&TE Department for kind information of Hon'ble Minister, SD&TE/ Chief Secretary, Odisha/ Chairperson, OSDA/ Principal Secretary, SD&TE Department.

OSD-cum-Addl. Secretary to Government

Memo No. 8955 /SDTE, Bhubaneswar 28/11/2023

Copy forwarded to Principal Accountant General (A&E), Odisha, Bhubaneswar / CEO, WSC, Bhubaneswar/ DE-cum-CEO, OSDA, Odisha, Bhubaneswar/ DTE&T, Odisha, Cuttack/ Vice Chairman, SCTE&VT, Odisha, Bhubaneswar/ Registrar, BPUT, Rourkela/ VSSUT, Burla/ OUTR, Bhubaneswar/ Principals/ Directors of All Government Engineering Colleges/ all District Skill Development-cum-Employment Officers for information and necessary action.

OSD-cum-Addl. Secretary to Government

Memo No. 8956 /SDTE, Bhubaneswar 28/11/2023

Copy forwarded to all Sections of SD&TE Department for information and necessary action.

OSD-cum-Addl. Secretary to Government

Memo No. 8957 /SDTE, Bhubaneswar 28/11/2023

Copy forwarded to Nodal Officer, Media Cell/ PMU, SD&TE Department for information and necessary action.

OSD-cum-Addl. Secretary to Government

**Illustrative areas for engaging interns**

1. *Policy Analysis*: Studying and analysing policies related to technical education and skill development to provide suggestion for improvement.
2. *Research and Analysis*: Conducting research on the latest trends and technologies in technical education and skill development and analysing data to make informed decisions.
3. *Curriculum Development*: Assisting in the design and development of skill-based curriculum and training materials.
4. *Training and Workshops*: Participating in organizing and conducting training sessions and workshops for skill development programmes.
5. *Programme Management*: Assisting in the planning, coordination, and execution of skill development programs and initiatives.
6. *Industry Partnerships*: Facilitating collaborations with industries to enhance practical training opportunities for students.
7. *Quality Assurance*: Ensuring the quality of education and training programmes by monitoring and evaluating their effectiveness.
8. *E-Learning and Technology Integration*: Exploring ways to integrate technology and e-learning into technical education and skill development programmes.
9. *Career Counselling*: Providing guidance and counselling to students on career pathways and opportunities in technical fields.
10. *Marketing and Outreach*: Assisting in promoting skill development programmes and attracting potential participants.
11. *Assessment and Certification*: Developing and implementing assessment and certification processes for skill development programmes.
12. *Skill Gap Analysis*: Identifying skill gaps in the job market and designing programmes to address those gaps.
13. *Study of Best Practices*: Researching and analysing successful methods, strategies, and approaches that have consistently yielded positive results or outcomes.
14. *Any other areas* related to Skill Development and Technical Education to be specifically mentioned by the candidate while filling up the application form.

**FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/ UNIVERSITY/  
INSTITUTION**

**(To be given on Letter Head)**

Dated:

**Subject: No Objection Certificate for SD & TE Internship Programme.**

It is certified that Mr/Ms. \_\_\_\_\_ is a bonafide student of \_\_\_\_\_  
College/University/Institution in the \_\_\_\_\_ Semester/Year of \_\_\_\_\_ Course  
bearing \_\_\_\_\_ Institution ID/Registration No.

The \_\_\_\_\_ College/University/Institution has no objection for doing the Internship  
programme of SD & TE Department for the period from \_\_\_\_\_ to \_\_\_\_\_. It is also  
certified that she/he is not registered for any course requiring his/her attendance in the  
class during the said period.

(Signature and Seal)

To be signed by HOD/Principal)