

**SCHEME FOR DEVELOPMENT PROJECTS ON PLANNING, QUALITY IN PUBLIC SERVICE DELIVERY & INNOVATION FOR POVERTY ALLEVIATION AND QUALITY IN HUMAN LIFE: ENGAGEMENT OF INTERNSHIP FOR PG/RESEARCH STUDENTS BY THE PLANNING AND COORDINATION DEPARTMENT AND PHDMA, GOVERNMENT OF ODISHA.**

I. **Objective:**

1. For strengthening planning, implementation and monitoring system and providing quality service delivery, certain projects are necessary to provide qualitative inputs. These projects will help in providing inputs for planning and management of the programmes and policy making. For these projects, engagement of manpower in terms of Interns is imperative as a cost effective and flexible measure. It is so proposed in the light of the scheme under Planning Commission, Government of India. It will benefit Planning & Coordination Department and PHDMA for advising departments on planning and policy making.
2. The Interns will undertake the projects pertaining to plan preparation at the State and District levels, design of monitoring and evaluation system relating to implementation of programmes (poverty alleviation, health, MDGs, etc.) quality in public service delivery, innovation for various problems (related to health, agriculture, sanitation, rural and urban development, water purification, etc.) and quality in public services and plan preparation. These project reports will be useful for PHDMA for advising Planning & Coordination Department and other Development Agencies for programme design and implementation of programmes.

II. **Applicability for engagement of Interns:**

1. Applicable to Indian Nationals' only with following conditions:
  - a) To familiarize the interested and willing PG/Research (M.Tech, M.Sc, MA, MBA, PhD, MPhil etc.) & B.Tech (4 year course) students with the overall process of Planning at the apex planning body of the State.
  - b) It is neither a job nor any assurance for a job in the Planning and Coordination Department, Government of Odisha.
2. Internship is available to PG and Research students (including Ph. D & B.Tech), who are interested in an exposure / familiarization to the processes involved in the formulation of Five Year Plans and Annual Plans of the State and their

formulation and appraisal, innovation, quality in service delivery, training and so on.

3. Duration of internship will be maximum six months.
4. Remuneration (stipend)-Rs.5,000 per month for 3 days in a week engagement and Rs.10,000 per month for all working days in a week engagement (Including field visit for Data collection, Literature survey, preparation of case study etc.).
5. Rs.3,000 for six months per intern consolidated contingency for travel and other incidental expenses. Besides for outstation tour (out of Bhubaneswar), the TA/DA applicable to Class II officer, Govt. of Odisha, will be provided.
6. Honorarium of Rs.10,000 to supervisory faculty member for 6 months per Intern (on prorata basis), for maximum 3 Interns for guiding and supervising the Interns. A Faculty member of the institute may guide and supervise the intern so that, regular monitoring and supervision of the intern is ensured. The Faculty member will provide necessary technical inputs and review the performance of Interns fortnightly / monthly and evaluate the project report at the end, before submission in the Department.
7. The engagement will be round the year. Total slots ten (10) only for six months at a time.

### III. **Roles and responsibility of the Intern**

Interns will be expected to do Literature survey, preparation of concept note, providing technical inputs, advice and knowledge of latest issues of concerned subject. Collection and analysis of data, appraisal of reports, preparation of report, documentation, preparation of training module and support in organising training, under formulation of Five Year Plans and Annual Plans and appraisal, innovation, quality in service delivery, and so on, as per assigned item of works to interns.

### IV. **Responsibilities of Sections:**

1. Concerned Officer (Joint Director / Deputy Director) shall supervise the work programme and output of Interns.

2. There shall be a shortlist of selected Interns who shall be assigned to Divisions under the supervision of Joint Director / Deputy Director based on suitability and aptitude of the selected Interns.
3. Performance of Intern will be reviewed every month by Joint Director / Deputy Director. If their performance is found to be unsatisfactory, the Joint Director / Deputy Director may terminate the engagement of Interns in consultation with Director (DF&C)-cum-Additional Secretary to Government and intimate to the concerned authority of their Institute.
4. The attendance record and the details of work supervision shall be the responsibility of the Officer concerned i.e (Joint Director / Deputy Director).
5. An orientation programme of one day shall be conducted for the interns by P &C Department, Government of Odisha. The orientation shall include an introduction to the various Sections / Divisions of the P &C Department and other practical information.

V. **Logistic Support:**

1. Interns will be required to present a brief note every month and a report / paper at the end of their assignment to the Officer-in-charge (Joint Director / Deputy Director) of the concerned Section / Division.
2. Certificates will be issued to the Interns at the end of their internship by the Joint Director / Deputy Director of concerned Division / Cell / Section.

VI. **Application Procedure**

1. The application will be collected through e-mail of P&C Department [dfc-pc.od@nic.in](mailto:dfc-pc.od@nic.in) from different institutes (through placement cells / Dean (Placement / Academics) like XIMB, IIT Bhubaneswar, Utkal University , OUAT, Other Government Institute & Other management and Technical Institutes (Approved by AICTE) .
2. A Selection Committee comprising of the following members (constituted by P&C department) will select and recommend candidates for internships.
  - i. Director-cum-Additional Secretary - Chair Person.
  - ii. FA-cum-Additional Secretary - Member
  - iii. Concerned Joint Director / - Member

Deputy Director of the section

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|------------------------------|----------|
| iv. Joint Director (PMU)     | - Member |
| v. Deputy Secretary (OE)     | - Member |
| vi. Junior Scientist         | - Member |
| vii. Deputy Director (PHDMA) | - Member |
| viii. Deputy Director (PMU)  | - Member |

The payment (Honorarium, TA/DA, and incidental expenses) for Intern and Faculty Supervisor will be made by the PHDMA an agency under P&C Department as per the recommendation by the Joint Director / Deputy Director (PMU).

Approved by Government and D.C-cum-ACS & Chairman PHDMA, P&C Department, Govt. of Odisha.

Director (DF&C)-cum-Additional Secretary to Govt.  
P&C Department

**APPLICATION FOR ENGAGEMENT OF INTERNS UNDER  
PLANNING & CO-ORDINATION DEPARTMENT, GOVERNMENT OF ODISHA.**

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1. Name of the Candidate :
2. Father's Name :
3. Sex (Male / Female) :
4. Date of Birth :
5. Marital Status (Married / Unmarried):
6. Permanent Address:
7. Present Address:

8. Contact details:

Mobile No.,

Land line No,

E-mail id

9. Educational Qualification (Attach attested copies of documents)

<b>Name of the examination passed / continuing</b>	<b>Name of the Board / University</b>	<b>Degree Obtained / continuing</b>	<b>Year of passing</b>	<b>Grade / Division</b>	<b>% of marks secured</b>
Graduation					
Post Graduation					
M.Phil					
Ph. D					

10. Experience of handling project (Indicating the names)

i.

ii.

11. Area of interest in which you would like to project

<b>Sl. No</b>	<b>Project Area</b>	<b>Remarks Please put Tick(✓)</b>
1	<b>Innovation</b>	
2	<b>Performance Management System in Government</b>	
3	<b>Quality Management in Public Delivery System</b>	
4	<b>Planning &amp; Monitoring System</b>	
5	<b>Any other (Please indicate)</b>	

12. Knowledge in Computer operation:

Date:

Place:

\*To be submitted via E-mail address: [dfc-pc.od@nic.in](mailto:dfc-pc.od@nic.in) through Placement Cells / concerned Dean.