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No.3/28/2016-SD/AM
Indira Gandhi National Centre for the Arts
Sutradhara Division

Sub: IGNCA Internship Scheme –

Indira Gandhi National Centre for the Arts (IGNCA), an autonomous body under Ministry of Culture, Government of India announces the "IGNCA Internship Scheme". This Scheme seeks to engage students pursuing Graduate/Post Graduate Degrees or are Research Scholars enrolled in recognized University/Institution within India or abroad, as "Interns". These "interns" shall be given exposure to various Divisions/Units within IGNC A and would be expected to supplement the process of analysis within IGNC A through empirical collection and collation of in-house and other academic inputs. For the "Interns" the exposure to the functioning of the Art Institution may be add-on in furthering their future interests.

2 The Interns may be given a stipend of Rs.10,000/ per month necessary to make the conveyance and other daily needs. It is neither a job nor a promise for job in the future.

3 The Scheme

- i) **Name of the Scheme:** The IGNC A Internship Scheme.
- ii) **Purpose:** To allow short term exposure of "selected candidates" with the different Divisions/Units of IGNC A, Government of India as 'Interns'.
- iii) **Objectives of the Scheme:** The Scheme has the following stated objectives.
 - a) To allow young academic talent to be associated with the IGNC A's work for mutual benefit.
 - b) The "Interns" shall have an opportunity to know about the IGNC A functioning and shall contribute to the Policy formulation by generating policy inputs such as research analysis, briefing reports, policy papers etc.
- iv) **Internship:**
 - a) Internship shall be available throughout the year based on the requirements of IGNC A.
 - b) **Eligibility:** The following category of applicants are eligible to apply for the internship. The applicant should be pursuing Graduation/Post-Graduation/Research from any recognized University/Institution within India or abroad.
 - c) **Period:** The period of Internship shall be at least six weeks but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.
 - d) **Experience Certificate:** A certificate regarding successful completion of Internship shall be issued by the Head of the concerned Subject Division in the enclosed format at Annexure 'A'.
- v) **Logistics & Support:** Interns will be required to have their own laptops. IGNC A shall provide them working space, internet facility and other necessities as deemed fit by the concerned Heads.
- vi) **Procedure for Applicants:**
 - a) Interested applicants may apply on the address indicated in the website of IGNC A.
 - b) Interns must also clearly indicate the area of interest.
 - c) A candidate can apply for internship only once during a financial year.

- d) At the time of joining on selection, applicants shall be required to produce a letter from their Supervisor/Head of Department/Principal, indicating their status in the Institution and "No Objection" for allowing their student to undergo Internship programme for the period for which he or she is selected.

vii) Procedure for Selection and Other Modalities of the Scheme:

- a) All the applications received will be forwarded to the concerned Heads of Units/Divisions in IGNC A for further scrutiny and selection.
- b) The Heads of Divisions/Units can take a maximum of 3(three) interns for Internship at a time. After selection of the candidates, Establishment Section will send the offer of internship to the applicants.
- c) Depending upon the number of applications received against a particular domain/area, IGNC A reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.
- d) The concerned heads of Divisions/Units shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed. Interns shall be required to submit a brief report/paper at the end of their assignment to the Heads of the concerned Divisions/Units about their learning experience.
- e) Seminars/presentation can be conducted by the concerned Heads of particular Divisions/Units for their interns.
- f) The attendance record and the details of work supervision shall be maintained by the Heads of the Divisions/Units.
- g) It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Advisers/Heads only.
- h) Scheme Review: IGNC A reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of IGNC A.
- i) Relaxation: Member Secretary, IGNC A will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

4 This issues with the approval of Competent Authority, IGNC A.

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