

BIS INTERNSHIP SCHEME



BUREAU OF INDIAN STANDARDS

(The National Standards Body of India)

1 OBJECTIVE

Bureau of Indian Standards (BIS), the National Standards Body of India, seeks to engage students of prescribed disciplines enrolled in recognized University/Institution within India, as “Interns”, who would be given exposure to various activities of the Bureau. The Interns would be expected to supplement the knowledge capital of BIS through collection, collation and analysis of data in respect of standardization, conformity assessment and testing as well as consumer engagement and stakeholder expectations. The Scheme is envisaged to be mutually beneficial to students and BIS. BIS would benefit in the form of getting fresh thoughts, perspectives and updated technical knowledge from the young generation. For the "Interns", the exposure to the functioning of BIS and understanding of quality ecosystem, which would be an add-on in furthering their own career goals in the Industries, or International Organizations as well as Standards Bodies in India and abroad.

2 SALIENT FEATURES

2.1 Duration

Internship shall be available throughout the year based on the requirements of BIS and the timelines for Internship in the selected Institutions. The duration of Internship shall normally be continuous eight weeks.

For 8 weeks internship period, interns posted at Technical Departments / Branch Offices are required to be physically present at their location of posting throughout the entire internship period.

Internships of longer durations, up to continuous six months could also be considered depending upon the need of BIS, the willingness of the sponsoring Institutions and availability of the student for the entire period of internship on full time basis. Interns not completing the requisite period will not be issued any certificate.

For 6 months internship programme, the interns are required to be physically present in Technical Departments/Branch Offices, as the case may be, for the entire period of 6 months.

2.2 Eligibility

- (i) Internship Scheme can be availed by Students enrolled in University/Institution within India with whom BIS has entered into Memorandum of Understanding or other/specialized institutions approved by BIS for the purpose and pursuing the following levels of course(s) in any of the disciplines as given in **Appendix A**.

A. FOR 8 WEEKS SUMMER INTERNSHIP (Held generally from May to July)

- a) ***Undergraduate four-year degree course students seeking internship during the period/vacation between third year (sixth semester) and fourth year (seventh semester)*** — At the time of application, the student shall have successfully completed 2nd year/4th semester and secured not less than 75 % average marks/Cumulative Grade Point Average (CGPA) of 7.5 out of 10 in all the years/semesters whose results have been declared till the date of application.
- b) ***Postgraduate two-year degree course students seeking internship during the period/vacation between first year (second semester) and second year (third semester)*** — At the time of application, the student shall be undergoing first year/1st /2nd semester postgraduation course and secured not less than 75 % average marks/Cumulative Grade Point Average (CGPA) of 7.5 out of 10 in graduation.
- c) ***Postgraduate two-year diploma course students in management (personnel management, human resources management and sales and marketing), seeking internship during the period/vacation between first year (second semester) and second year (third semester)*** — At the time of application, the student shall be undergoing first year/1st /2nd semester postgraduation diploma course and secured not less than 75 % average marks/Cumulative Grade Point Average (CGPA) of 7.5 out of 10 in graduation.
- d) ***Five-year integrated degree course students seeking internship during the period/vacation between fourth year (eighth semester) and fifth year (ninth semester)*** — At the time of application, the student shall have successfully completed 3rd year/6th semester of the integrated degree course and secured not less than 75 % average marks/CGPA of 7.5 out of 10 in all the years/semesters

whose results have been declared till the date of application. However, for students pursuing law, the qualifying marks criteria shall be 60 % average marks/CGPA of 6 out of 10 in all the years/semesters whose results have been declared till the date of application.

B. FOR 6 MONTHS INTERNSHIP

- a) ***Undergraduate students in four-year degree course seeking 6 months internship during the fourth year/seventh semester*** — At the time of application, the student shall have successfully completed 2nd year/4th semester and secured not less 75 % average marks/Cumulative Grade Point Average (CGPA) of 7.5 out of 10 in all the years/semesters whose results have been declared till the date of application.
 - b) ***Undergraduate students in four-year degree course seeking 6 months internship during the fourth year/eighth semester*** — At the time of application, the student shall have successfully completed 3rd year/6th semester and secured not less 75 % average marks/Cumulative Grade Point Average (CGPA) of 7.5 out of 10 in all the years/semesters whose results have been declared till the date of application.
 - c) ***Undergraduate students in five-year integrated degree course seeking 6 months internship during the fifth year/ninth semester*** — At the time of application, the student shall have successfully completed 3rd year/6th semester and secured not less 75 % average marks/Cumulative Grade Point Average (CGPA) of 7.5 out of 10 in all the years/semesters whose results have been declared till the date of application. However, for students pursuing law, the qualifying marks criteria shall be 60 % average marks/CGPA of 6 out of 10 in all the years/semesters whose results have been declared till the date of application.
 - d) ***Undergraduate students in five-year integrated degree course seeking 6 months internship during the fifth year/tenth semester*** — At the time of application, the student shall have successfully completed 4th year/8th semester and secured not less 75 % average marks/Cumulative Grade Point Average (CGPA) of 7.5 out of 10 in all the years/semesters whose results have been declared till the date of application. However, for students pursuing law, the qualifying marks criteria shall be 60 % average marks/CGPA of 6 out of 10 in all the years/semesters whose results have been declared till the date of application.
- (ii) Students pursuing three years undergraduate courses shall not be eligible for internship, except for those who are pursuing three-year undergraduate course in law after completing graduation. Those students may avail six months internship, provided the following criteria are met:
- a) ***Undergraduate students in three-year degree course seeking 6 months internship during the third year/fifth semester*** — At the time of application, the student shall have successfully completed 1st year/2nd semester and secured not less 60 % average marks/Cumulative Grade Point Average (CGPA) of 6 out of 10 in all the years/semesters whose results have been declared till the date of application.

- b) ***Undergraduate students in three-year degree course seeking 6 months internship during the third year/ sixth semester*** — At the time of application, the student shall have successfully completed 2nd year/4th semester and secured not less 60 % average marks/Cumulative Grade Point Average (CGPA) of 6 out of 10 in all the years/semesters whose results have been declared till the date of application.

(iii) Students shall be Indian Nationals.

2.3 Stipend

Interns will be provided a stipend of Rs. 25000 per four weeks in case of eight weeks internship on satisfactory execution/successful completion of the tasks assigned to them during that period. Interns will be provided a stipend of Rs. 35000 per month in case of 6 months internship on satisfactory execution/successful completion of the tasks assigned to them during that period. Head of the BIS Department/Office under whose jurisdiction the intern will be carrying out the project(s) shall be the deciding authority regarding successful execution/completion of the project(s) /tasks allotted to the intern.

In case any intern drops out of internship or opts for early release before the completion of stipulated duration of the internship period, the intern shall be eligible for stipend calculated on a pro-rata basis, for the actual duration of internship served by him/her, subject to satisfactory completion of work/projects assigned during that period. Head of the BIS department/office under whose jurisdiction the intern will be carrying out the project(s) shall be the deciding authority regarding successful execution/completion of the project(s) allotted to the intern.

2.4 Logistic Support

BIS would provide adequate infrastructure facilities to the Interns at its Offices and also proper authorization for interactions with outside stakeholders on behalf of BIS. Interns would be required to bring their own laptops. For the local/outstation visits, if required to be undertaken as part of the Internship, BIS would reimburse the travel and stay expenses, including lump sum amount (DA), as admissible to BIS employees at Pay Level 10 or actual, whichever is less. However, expenditure made towards travels carried out for joining the internship/submission of report shall not be reimbursed.

2.5 Attendance

Interns are required to have a minimum of 95% attendance out of the actual working days. A leave of absence shall be granted only in case of unforeseen circumstances. For attendance less than 95%, in such cases the period of internship may be extended by the commensurate number of days,

subject to recommendations by the sponsoring Institution and approval by the Head of the concerned Department/Office of BIS. Such extension would however not entitle the Intern for any additional stipend.

2.6 Certificate

Interns who have completed the Internship with minimum 95% attendance and submitted the Report to the Head of the concerned Department/Office of BIS, would be issued Certificate of successful completion of Internship, provided the report is found satisfactory. The Certificate shall be issued by the Head of the concerned Department/Office of BIS in the format as given at **Appendix B**.

In case any intern drops out of internship or opts for early release before the completion of stipulated duration of the internship period, the intern may be issued a certificate acknowledging the work done by them during that period. In

2.7 The Internship shall neither be considered as employment for the student nor shall it be considered as an assurance for any employment in BIS.

3 PROCESS OF ENGAGEMENT OF INTERNS

3.1 National Institute of Training for Standardization (NITS), BIS-HQ, New Delhi shall be the nodal department in BIS for the Internship Scheme. All correspondence with NITS may be done at internship@bis.gov.in

3.2 Terms of Reference

The Terms of Reference for the Projects to be undertaken under the Internship Scheme shall be as approved by DG BIS.

3.3 Requirement of Interns

The engagement of interns at BIS will be categorized into two main groups: **Technical Departments at BIS Headquarters in Delhi** and **Branch Offices (BOs)** located across various regions, as outlined in **Annexure III**. In addition to this, interns may also be engaged at any other departments of BIS, other than Branch Offices/Technical Departments, based on organizational requirements.

1. Interns for the Technical Departments at BIS HQ in Delhi:

- NITS will collect detailed information from each Technical Department (TD) at BIS, including the Number of interns required, Discipline of interns and Specialized Disciplines. If a Technical Department requires a **specialized discipline** not offered by the MOU institutions, the department will identify relevant institutions that provide such expertise.
- NITS will then approach these specialized institutions for internship applications, **subject to approval from the Director General of BIS** before contacting the institutions.

Identification of colleges - Internal Survey

- NITS will conduct an internal survey to identify the most appropriate colleges among MOU institutions for various disciplines. Efforts will be made to ensure that each college is considered for at least two disciplines. This approach will provide internship opportunities to students from a wide range of MOU institutions, promoting diversity in the selection process.

Identification of colleges for Specialized Disciplines

- If a required discipline is not covered by the MOU colleges, NITS will seek out specialized institutions as suggested by the Technical Departments (TDs), with prior approval from the Director General of BIS.

Intern selection process :

- Applications will be sought for 2-3 times the no. of interns actually required ensuring an adequate pool of candidates for selection.
- These applications will be distributed /divided equally amongst the colleges identified discipline wise
- The selection of the actual no of interns will be on CGPA basis from the applications received for each discipline

2. Interns for BIS Branch Offices (BOs):

- NITS will map **each BIS Branch Office (BO)** to nearby MOU institutions on a **state-wise basis**:
- If a BO is located in a state with an MOU institute, NITS will direct the BO to that institute.
- If there is no MOU institute in the BO's state, NITS will map an institute from a nearby state to provide interns.
- In cases where MOU institutes are located in states without BIS offices, NITS will map them to nearby BOs.
- NITS will gather information from each BO regarding - The **number of interns required**, the **disciplines needed** for the internship.

Intern Selection Process:

- Applications will be sought for **twice the number of interns** actually required at each BO for each discipline, ensuring an adequate selection pool.
- These applications will be **distributed / divided equally** among the mapped institutes, ensuring that all MOU institutes have an equal opportunity to provide interns to the BOs.
- The selection of the actual no of interns will be on CGPA basis from the applications received for each discipline

3.4 Receipt of Applications

Applications will be invited on prescribed proforma (**Appendix C**) from the identified Institutions. The interested applicants shall also submit the soft copy of the NOC from their Head /Principal/Registrar of the Institute/University in which it shall be indicated that the student would not be registered for any course/assignment requiring his/her attendance in the class during the period of internship. NITS/Department/Office of the Bureau has to obtain the original NOC issued by the institution /university at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled. Inviting applications and their further processing would be done online to the extent possible.

3.5 Scrutiny of Application

NITS would do the initial screening of the applications received with respect to the eligibility criteria and completeness of the details filled in the application proforma. Applications received after the due date, prescribed if any, would be summarily rejected. Further, the applications received in excess of the numbers sought from each institution may be dropped following criteria as deemed appropriate, from amongst the applications received from the institute.

3.6 Selection of Interns

Applications which are found in order would then be screened by NITS, following the logic prescribed, and would then recommend the list of selected and waitlisted candidates, on the basis of merit, discipline and choice of location, wherever applicable for Internship.

The Dealing officer of NITS would then put up the final recommended list of selected interns to Head NITS. The recommendations, along with financial implications would-be put-up by Head NITS to DG-BIS through proper channel for approval.

4 COMMENCEMENT OF INTERNSHIP AND REVIEW

- (i) Individual Interns and their respective Institutions would be informed about the selection, including date of commencement and duration of internship, indicating the location of the BIS Department/Office where the Interns have to report and the terms of reference of the project assigned.
- (ii) The selected applicant has to produce original mark sheets and NOC from the Institution/University at the time of joining, failing which his/her candidature shall be cancelled.
- (iii) The Intern shall be briefed appropriately about the project, modalities, etc, by the concerned officer of the department whose project has been assigned to the Intern or the Head of the concerned department/BO under whose jurisdiction the intern will be carrying out the project.
- (iv) Conduct, work and performance of the Interns should be reviewed periodically by the Head of the BIS Department/Office under whose jurisdiction the intern will be carrying out the project(s).
- (v) It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the Head of the BIS Department/Office under whose jurisdiction the intern will be carrying out the project(s).
- (vi) The Project Report of the Intern shall be based on study/survey with suitable recommendations based on analysis of data. The Report so prepared shall be submitted to the Head of concerned BIS Department/Office under whose jurisdiction the project was carried out for actions as appropriate.
- (vii) The Internship would be deemed to be completed only if the Project Report is found to be satisfactory on submission of the project report based on study/survey with suitable recommendations based on analysis of data.

5 SCHEME REVIEW

BIS reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of BIS, after approval.

6 POWER TO RELAX

Any of the provisions of this Scheme may be relaxed by Director General, BIS as considered necessary and expedient to do so in the interest of BIS for achieving the objective of the Scheme.

DOMAINS/AREAS/DISCIPLINES AVAILABLE FOR INTERNSHIP

- | | |
|---|---|
| 1. Food Technology | 23. Mechanical |
| 2. Agriculture | 24. Production and/or Industrial |
| 3. Biotechnology | 25. Automobile |
| 4. Dairy Technology | 26. Mining |
| 5. Chemical | 27. Biomedical |
| 6. Chemistry | 28. Metallurgical |
| 7. Biochemistry | 29. Materials Science |
| 8. Microbiology | 30. Plastics |
| 9. Petrochemical | 31. Economics/Financial Economics/
Development Economics |
| 10. Physics | 32. Statistics |
| 11. Environment | 33. Operational Research |
| 12. Leather | 34. Travel, Tourism, Hospitality, Culture |
| 13. Textile Engineering and/or Fibre Science | 35. Public Relations |
| 14. Electrical | 36. Mass Communications and Social Media |
| 15. Instrumentation | 37. Rural Development |
| 16. Electronics and Communications/
Telecommunications | 38. Water Resources |
| 17. Computer Science/Computer Application | 39. Cyber Security |
| 18. Information Technology | 40. Artificial Intelligence |
| 19. Artificial Intelligence | 41. Energy |
| 20. Civil | 42. Personnel Management |
| 21. Architecture and Planning | 43. Human Resource Management |
| 22. Transport | 44. Sales & Marketing |
| | 45. Law |

FORMAT OF INTERNSHIP CERTIFICATE
(To be given on Letter Head)

Dated: <dd Month yyyy>

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri/ Smt. / Ms. _____, a student of _____
_____ <Name of Institution/University> has undergone
_____ weeks of Internship with Bureau of Indian Standards, the National
Standards Body of India. During the course of Internship he/she worked under
<Name of the Department/Office> of the Bureau in the following areas:

- i)
 - ii)
2. <His/her> performance in the preparation of the Internship report has
been rated as Satisfactory / Unsatisfactory.
3. During the period of Internship, <he/she> was punctual and hardworking and
<his/her> conduct was good and most professional.

(Signature of the Head of the Department/ Office
along with Official Seal)

PROFORMA OF APPLICATION FOR BIS INTERNSHIP SCHEME

Affix
recent
photo
(to be cross-
signed by the
applicant)

1. Name and Address of the Institution :
2. Contact details of the Institution :
(Contact Person's Name and Designation, Email, Phone)
3. Name of the Student :
4. Contact Details of the Student
Address :

Email :

Mobile :
5. Date of Birth (in dd/mm/yyyy) :
6. Nationality :
7. Educational Qualifications (10th Class onwards) :

Sl. No.	Name of Institute/ Board/University	Examination Passed	Month/ Year of Passing	Marks Obtained (Percentage/CGPA)	Subjects

8. Course presently being pursued :
(Attach NOC from Institution, as per Annexure II)
9. Current Year/Semester :
10. (i) Average Marks (%) or CGPA in all the years/ semesters whose results have been declared till the date of application :
(ii) Marks (%) or CGPA in graduation :
(iii) Marks (%) in the last year of integrated five year course in law :
(Fill one of the above options which is applicable as per 2.2)

contd./-

11. Period suitable for Internship :

*(Indicate the duration in Day, Month & Year, for example,
15 May XXXX to 15 July XXXX)*

12. Choice of location for working as Intern* :

*(Indicate 3 options out of the cities listed in Annexure III in the
order of preference)*

DECLARATION

I..... hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/engagement shall be liable to cancellation/termination without notice or any compensation in lieu thereof. I agree to the terms and conditions of Internship at **Annexure I**.

(Name and Signature of the Student)

Place:

Date:

(Signature of Head of the Department
along with official seal)

Annexure I

TERMS AND CONDITIONS OF INTERNSHIP

- (i) The Interns shall be willing to carry out the project at the station for which selected, irrespective of the choice of location(s) indicated in the application proforma.
- (ii) The Intern, under no circumstances shall claim to become the employee of BIS. Nothing in this Scheme shall create, or be deemed to create, a partnership or the relationship of employer and employee between BIS and the Intern.
- (iii) The Interns shall be duty-bound to follow the methodology and instructions given by the BIS and adhere to the time-frame for various aspects of the project.
- (iv) The Interns shall be required to submit the Report for the Project, to the concerned BIS authority failing which s/he would not be issued the Certificate of Internship.
- (v) Interns shall not divulge or disclose to any person, any details of BIS office(s), security arrangements, administrative/operational process, any technical know-how, and other organizational matters.
- (vi) Interns shall maintain confidentiality of data and shall not divulge or disclose to any person, any details of the manufacturer or other organizations collected/obtained as part of the internship project.
- (vii) Interns shall be liable for costs accrued on account of any loss that might be caused to BIS due to lapse on his/her part while discharging in willful or accidental manner including fraud, etc.
- (viii) Any violation of instructions or suppression of facts or disclosure of BIS matters, records, documents, Indian Standards, Special Publications, etc in hard or soft form to an outsider shall lead to termination of Internship without any reference.
- (ix) The BIS shall be within its right to terminate the Internship forthwith or take any other action without assigning any reason whatsoever.
- (x) Any or all the terms and conditions can be changed with the approval of DG, BIS.

Annexure II

FORMAT FOR NOC TO BE OBTAINED FROM INSTITUTION/UNIVERSITY (To be given on Letter Head)/To be signed by Head/Principal/Registrar of the Institution/University

Dated:

Subject: No Objection Certificate for BIS Internship Programme

It is certified that <Shri/Smt./Ms.> _____ is a bonafide student <College/Institute/University ID No. __> of <Semester/Year> of <Name of the course/programme> of this <Institution/University>

We certify that his/her candidature for Internship at Bureau of Indian Standards, submitted in the prescribed proforma along with the acceptance of Terms and Conditions is duly endorsed by our University/Institution and we have no objection to his candidature being considered. It is also certified that as per our record the information given by him/her is true and he/she bears good moral conduct.

The Institute/University has no objection for doing the Internship programme at BIS for the period from <_____to _____>. It is also certified that he/she is not registered/will be registered for any course/assignment requiring his/her attendance in the class during the said period.

**(Signature of Head/Principal/Registrar
of the Institution/University with
Name, Contact No. & Official Seal)**

Annexure III

LIST OF CITIES FOR SELECTING CHOICE OF LOCATIONS FOR INTERNSHIP

1. Bhopal	13. Bhubaneswar	23. Hubli
2. Delhi	14. Guwahati	24. Kochi
3. Ghaziabad	15. Jamshedpur	25. Vijayawada
4. Jaipur	16. Kolkata	26. Ahmedabad
5. Lucknow	17. Patna	27. Surat
6. Noida	18. Raipur	28. Mumbai
7. Chandigarh	19. Bengaluru	29. Nagpur
8. Dehradun	20. Chennai	30. Pune
9. Faridabad	21. Coimbatore	31. Rajkot
10. Haryana	22. Hyderabad	32. Gandhidham
11. Himachal Pradesh		
12. Jammu & Kashmir		