

## **FREQUENTLY ASKED QUESTIONS (FAQ) ON BIS INTERNSHIP PROGRAMME**

### **1. Is the Internship Programme of BIS available throughout the year?**

Yes. The Internship Programme is available throughout the year. Interns shall be engaged based on the requirements of the concerned Departments of BIS and in consonance with the academic timelines of the participating institutions.

### **2. What is the minimum and maximum duration of internship in BIS?**

The duration of internship shall normally be continuous 8 weeks. However, 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.

### **3. Will the intern have to be physically present at the place of posting throughout the internship period?**

Yes, the intern would have to be physically present at the place of posting, i.e., at Technical Departments/Branch Offices, as the case may be, for the entire internship period. The interns shall remain fully available and dedicated to the tasks assigned under the BIS Internship Programme and shall not undertake any other external engagement during the BIS internship period.

### **4. What will be the nature of work allocated to the interns? How will it be different for interns posted in Technical Departments and at Branch Offices?**

The nature of work allocated shall depend on the Department wherein the intern is posted, such as Branch Offices or Technical Departments, or any other departments of BIS. Interns may be required to undertake activities such as factory visits, laboratory visits, literature surveys, pre-standardization studies and other department-specific activities, as decided and assigned by the concerned Department of BIS. In either case, the projects/tasks assigned to the interns are required to be completed objectively within the stipulated time period.

For interns posted at Technical Departments, work related to standardization, i.e. pre-standardization study, review and revision of existing Indian Standard, Action Research Projects, etc. may be allocated. Additionally, industry visits, laboratory visits, etc. may also be assigned to them, wherever considered necessary, for successful completion of the allotted projects. The Head of the concerned Technical Department may take a decision in this regard, based on the requirements of the project and the nature of work assigned to the intern.

For interns posted at Branch Offices, tasks related to conformity assessment may be allocated, which may include visits to manufacturing units, laboratory, Hallmarking centres, market survey, etc. and other specific activity as decided by the concerned Activity Head/HoD, for understanding the conformity of products manufactured with the Indian Standard specifications and any implementation-related challenges faced by the industry.

### **5. Will the stipend be disbursed at the end of every four weeks or after completion of the internship period?**

The applicable stipend shall be disbursed at the end of every four weeks, in case of an eight-week internship, and on a monthly basis, in case of a six-month internship, subject to

satisfactory execution/successful completion of the tasks assigned to the intern during that period.

The applicable stipend is **₹25,000 per four weeks for an eight-week internship** and **₹35,000 per month for a six-month internship**.

**6. Can an intern opt for early release from the internship due to medical emergencies, placement offers, etc.?**

Yes. An intern may opt for early release from the internship before completion of the stipulated internship period in case of exigencies, subject to approval of the concerned Head of the department.

The intern should formally communicate the request for early release to the concerned Department/Office, with a copy to NITS.

**7. Who shall be the Competent Authority for granting leave during the internship period?**

The Head of the concerned Department shall be the Competent Authority to grant leave during the internship period.

**8. In case an intern has attendance of less than 95% but has served for the commensurate number of days, how should the duration of internship served be mentioned in the internship certificate?**

The format for issuing the Internship Certificate has been provided in **Annexure B of the BIS Internship Scheme** for guidance. As per the prescribed format, the certificate may clearly mention the number of weeks of internship actually undergone by the intern, instead of mentioning the starting and ending dates which may lead to ambiguity.

**9. In case an intern opts for early release or has attendance of less than 95% and is unable to serve the commensurate number of days, can an Internship Certificate be issued?**

Yes. In case an intern does not complete the stipulated period of internship with a minimum attendance of 95%, an Internship Certificate may be issued, acknowledging the work undertaken by the intern during the actual period served, along with an indication of whether the performance of the intern was satisfactory during that period.

**10. If an intern opts out of the internship before completion of four weeks, will the stipend be payable?**

Yes. The stipend in such cases shall be calculated and paid on a pro-rata basis for the actual period served, subject to satisfactory completion of the project(s)/tasks assigned to the intern during that period.

**11. Can a student of a non-MoU institute apply for an internship?**

As per the eligibility criteria stipulated in the BIS Internship Scheme, internship can be availed preferably by students from MoU partner institutes of BIS. However, students from non-MoU institutes may also be considered in cases where the required disciplines are not available in MoU institutes and shall be subject to the approval of the Competent Authority of BIS.

**12. How can a student apply for an internship?**

Applications shall be invited from the identified institutes on prescribed proforma (**Appendix C of the BIS Internship Scheme**). Students of MoU institutes must submit their applications through the Nodal Professor of their respective institute, while students from non-MoU institutes may submit their applications through the Head of their Department (HoD).

**13. What documents are required to be submitted while applying for an internship?**

The application shall be submitted in the prescribed proforma (**Annexure C of the Scheme**), along with a signed copy of the **Terms and Conditions of Internship (Annexure I of the Scheme)** and a soft copy of the **NOC from the HoD/Principal/Registrar of the Institute/University** in the prescribed proforma (**Annexure II of the Scheme**), along with any other documents, if sought for by BIS.

**14. Does submitting an application with a CGPA of 7.5 or above and fulfilling all the eligibility criteria ensure an internship opportunity?**

No. Fulfilment of the eligibility criteria does not guarantee selection. Applications shall be screened and final selection shall be made based on merit, discipline and the organizational requirements of BIS.

**15. Can interns get a posting at their preferred location?**

The posting of interns shall depend on the requirements of the concerned Department of BIS engaging the interns. Efforts may be made to accommodate the interns at one of their preferred choices of locations, as indicated by them in the application proforma (Appendix C). However, the preferred location indicated by an applicant **cannot be treated as a guaranteed choice of posting**. In the case of Branch Offices, interns may be considered for posting at any of the Branch Offices, subject to merit, discipline and organizational requirements. For Departments other than Branch Offices, interns shall be posted at the location of the concerned Department.

**16. How will the interns be oriented?**

Orientation of the interns would be undertaken by the concerned departments, coordinated by the respective coordinating departments, i.e. SCMD for Technical Departments, and Regional Offices (ROs) for Branch Offices. For other departments, orientation programmes would be conducted by the individual department itself.

**17. How will an intern know whether they have been selected or not?**

NITS, being the nodal department of BIS for the Internship programme, shall communicate the selection status to the applicants. Selected interns shall be issued final offer letters through email and shall also be informed telephonically in advance to enable them to make necessary travel and stay arrangements at their place of posting.

**18. What is the entitlement of interns with respect to travel and stay expenses for outstation visits?**

All local and outstation visits, required to be undertaken by interns during the Internship period, for the purpose of completion of the tasks assigned, shall be duly approved by the concerned Head of the department. For the local/outstation visits, 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.

**19. What are the documents that need to be carried by the students in original at the time of joining the internship?**

The following documents are needed to be carried by the students in original on the date of joining for records and verification purpose:

- i) Proof of identity issued from College with Photo affixed on it.
- ii) The certificates/ mark sheets of the candidate corroborating the claims in the submitted application (Appendix C)
- iii) Duly signed Terms and Conditions.
- iv) Duly signed & stamped Undertaking from your University/Institute as attached at Annexure-II.

The above documents shall be verified by the concerned department/Branch Office wherein the respective interns have been posted.

**20. Does BIS provide stay arrangements to the selected interns at the place of posting?**

No, BIS does not provide accommodation or stay arrangements to the interns. Selected students are required to make their own travel and stay arrangements at their place of posting after receipt of the final offer letter from BIS.