

# BIS INTERNSHIP SCHEME

## 1 Objective

Bureau of Indian Standards, the National Standards Body of India, seeks to engage students (Undergraduate and above) as "Interns", who would be given exposure to various activities of BIS. 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, testing, 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.

## 2 Salient Features

### 2.1 Eligibility

- (i) Internship Scheme can be availed by students enrolled in reputed University/Institution within India (only such Universities which are State promoted or recognized by Association of Indian Universities) pursuing the following levels of course(s) in any of the disciplines given under **Appendix A:**
  - a) Under graduation (having completed studies at least 4 Semesters)
  - b) Post-Graduation (having completed studies at least 2 Semesters)
  - c) Post Graduate Diploma
  - d) Research Scholars.
- (ii) Students pursuing Undergraduate/Post Graduate/Post Graduate Diploma Courses shall have a good academic record and with minimum 75% Marks or Cumulative Grade Point Average (CGPA) of 7.5 out of 10 as on the last semester, whose result has been declared.
- (iii) Research Scholars, shall have a good academic record and with minimum First Division or Cumulative Grade Point Average of 7.5 out of 10 in their Post-Graduation.
- (iv) Students/Research Scholars shall be Indian Nationals.
- (v) Law Students shall have a good academic record and with minimum 60% Marks as on the previous year, whose result has been declared.

### 2.2 Duration

The Internship Scheme would 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 two months. Internships of longer durations, maximum up to six months could also be considered depending upon the need of BIS and the willingness of the sponsoring Institutions to avail the Scheme as part of their Course Curriculum.

### 2.3 Stipend

The Interns will be provided a stipend of Rs. 20,000/- per month, calculated on pro-rata basis for each completed week.

## **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 & stay expenses as applicable to BIS employees, Level 6 or actual, whichever is less.

## **2.5 Attendance**

Interns shall be required to have a minimum of 75% attendance out of the actual working days. Loss of attendance due to unforeseen circumstances may be compensated by extension of the Internship for the commensurate number of days, subject to recommendations by the sponsoring Institution and approval by the Head of the concerned BIS Office. Such extension would however not entitle the Intern for any additional stipend.

## **2.6 Certificate**

Interns who have completed the Internship with minimum 75% attendance and having submitted the Report to the Head of the BIS Office to which the Intern was attached would be issued Certificate of Internship **Appendix B**.

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 Policy, Research & Training Department (PRTD), BIS, HQ, New Delhi shall be the nodal department in BIS for the Internship Scheme. All correspondence with PRTD may be done at [prtd@bis.gov.in](mailto:prtd@bis.gov.in).

## **3.2 Terms of Reference**

The BIS Office(s)/Departments in BIS desirous of utilizing the Interns should prepare the Terms of Reference for the Projects under the Internship Scheme in the prescribed proforma as at **Appendix C**.

## **3.3 Screening Committee**

The project proposals received from various Departments/BOs/Labs etc. (on **Appendix C**) would be screened by the following Committee, with the senior most serving as its Chairperson:

- (i) Deputy Director General (Certification)
- (ii) Deputy Director General (Policy, Research and Training)
- (iii) Deputy Director General (Laboratory)

- (iv) Deputy Director General (Standardization – Products and Methods)
- (v) Deputy Director General (Standardization – Services)
- (vi) Deputy Director General (MSC)
- (vii) Deputy Director General (Finance)
- (viii) Head (Policy, Research & Training) – Member Secretary

Quorum for the meeting would be 5.

The Committee would examine the project proposals for suitability of consideration under the Internship Scheme and may also suggest suitable modifications in the project proposals, as received. The Committee would recommend the Interns required in each discipline, location and department/RO/BO for a particular financial year and the Institutions to be approached for inviting applications for Internship. The recommendations, along with financial implications would be put up DG, BIS for approval.

### ***3.4 Receipt of Applications***

Applications will be invited on prescribed proforma (**Appendix D**) from the identified Institutions. Inviting applications and their further processing would be done online to the extent possible.

### ***3.5 Scrutiny of Application***

The nodal department in BIS for the Internship Scheme, i.e., Policy, Research & Training Department (PRTD) 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 would be dropped by PRTD following criteria as deemed appropriate, from amongst the applications received from the institute. Details of all applications which are summarily rejected or dropped from consideration would be reported to the Screening Committee.

### ***3.6 Selection of Interns***

Applications which are found in order would be screened by the Screening Committee as at **3.3** above which would recommend the select list and the wait list of Interns, on the basis of merit, discipline and preferred location for Internship. In case no application is received or none of the applications received is suitable for any identified project, the Committee may also suggest inviting fresh applications from same or other institutions. The list of Interns will be finalized by DG, BIS, based on the recommendations of Screening Committee.

## **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 Office where the Interns have to report and the terms of reference of the project assigned.

- (ii) 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 and the Head of the concerned BO under whose jurisdiction the intern will be carrying out the project.
- (iii) Conduct, work and performance of the Interns should be reviewed periodically by the Head of the BIS Office under whose jurisdiction the intern will be carrying out the project.
- (iv) The Internship would be deemed to be completed only on submission of the project report based on study/survey with suitable recommendations based on analysis of data. The report should be submitted to the BO Head under whose jurisdiction the project was carried out.
- (v) The report of the Intern on the project shall be forwarded to the concerned Department/ BIS Office whose project was taken up for the Internship for actions as appropriate.

## **5 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.

## Essential Academic Qualifications

| Disciplines  | Qualification (Students pursuing following or higher academic course in the concerned discipline) |
|--|---|
| 1. Food Technology<br>2. Agriculture<br>3. Bio-Technology<br>4. Dairy Technology<br>5. Chemical<br>6. Petro-Chemical<br>7. Environment<br>8. Leather<br>9. Textile Engineering & FiberScience<br>10. Electrical<br>11. Instrumentation<br>12. Electronics & Telecommunications<br>13. Computer<br>14. Civil<br>15. Architecture & Planning<br>16. Transport<br>17. Mechanical<br>18. Production & Industrial<br>19. Automobile<br>20. Mining<br>21. Bio-medical<br>22. Metallurgical<br>23. Plastics | Bachelor's Degree in Engineering or Technology.   |
| 1. Agriculture<br>2. Chemistry<br>3. Bio-Chemistry<br>4. Microbiology<br>5. Physics<br>6. Computer Sciences & Information Technology<br>7. Economics/Financial Economics/ Development Economics<br>8. Statistics<br>9. Mathematics<br>10. Travel, Tourism, Hospitality   | Master's degree in the discipline   |
| 1. Personnel Management<br>2. Human Resource Management<br>3. Sales & Marketing<br>4. Law  | Master of Business Administration/PG<br>Diploma in Management<br><br>Bachelor of Law (LLB)        |

**FORMAT OF CERTIFICATE**

**BUREAU OF INDIAN STANDARDS**

**( \_\_\_\_\_ Department)**

It is certified that Shri/ Smt. / Ms. \_\_\_\_\_ Student of \_\_\_\_\_ (Name of College/University/Institution) has successfully completed the training/ Internship on project/ subject (title) \_\_\_\_\_ from period \_\_\_\_\_ to \_\_\_\_\_. During the course of Internship/training his/her conduct was found to be very good and most professional.

**(Signature of Department Head  
along with Official Seal)**

**Date:**

**TERMS OF REFERENCE FOR PROJECTS UNDER INTERNSHIP**

{To be filled by the BIS Offices (Department/ BO etc.) Desirous of Engaging Interns}

**1. Name of the BIS Office and location****2. Precise statement of Objectives****3. Disciplines or the domains where engagement of Interns is required**

*(Refer Annexure A of the Scheme)*

**4. Tasks to be carried out under the Project**

*(Outline of the work required to be carried out by the Interns to be indicated)*

**5. Duration of Internship**

*(Refer Clause 2.2 of the Scheme)*

**6. Schedule for completion of Tasks**

*(Key deliverable with timelines to be indicated)*

**7. Support or inputs to the Interns**

- a) Details of the Nodal Officer and Coordinating Officer of BIS Offices through which the Project would be undertaken and Authority to whom the Report is to be submitted.
- b) Technical inputs and accessibility to existing data, documents, journals etc., as may be required for the project.
- c) Details of manufacturing units/other Organizations where the Interns are required to carry out activities under the Project.

**8. Expected Output**

*(The final outputs that will be required of the Interns at the end of the period)*

**9. Suggested Institutions from which Interns may be sought**

*(Refer Clause 2.1 of the Scheme)*

**(Member Secretary/ Concerned Officer)**

**HoD**

**Activity Head**

**H (PRTD)**



**PROFORMA OF APPLICATION FOR BIS INTERNSHIP SCHEME**

1. Name & Address of the Institution :
2. Contact details of the Institution :  
(Contact Person's Name & Designation, Email, Phone)
3. Name of Student :
4. Contact details of student :  
(Address, Email, Mobile)
5. Date of Birth :
6. Nationality :
7. Educational Qualifications (*10<sup>th</sup> Class onwards*):

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

8. Course presently being pursued :  
(Attach Certificate from Institution, as per Page 2)
9. Marks (%) or CGPA of last semester :
10. Period suitable for Internship :  
(Indicate Month & Year)
11. Areas of interest :  
(Indicate 2 options out of the list at Annexure 1)
12. Preferred places for working as Intern :  
(Indicate 2 Indian States in the order of choice)

**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.**

Place:  
Date:

Signature of the Student

## **Annexure I**

### **Terms & Conditions of Internship**

- (i) The Interns shall be willing to carry out the project at the station for which selected, irrespective of the preferred 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 & 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 as completed, 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 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.

## Certificate from University/Institution

It is certified that Shri/Smt./ Ms. \_\_\_\_\_ Son/  
Daughter of Shri/ Smt. \_\_\_\_\_ is a bonafide student of our  
Institution/University pursuing \_\_\_\_\_ (Name of Degree Course) and  
s/he is presently in \_\_\_\_\_ year/semester.

We certify that his/her candidature for Internship at Bureau of Indian Standards, submitted in the prescribed proforma along with the acceptance of Terms & 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.

Date:

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