

Guidelines for Unpaid Internship Programme

1. Objective:-

The Internship Programme of NILERD aims to provide students and research scholars with an opportunity to gain exposure to policy research, labour economics, development studies, project/programme monitoring and evaluation, and related domains handled by the Institute. The internship is intended for academic enrichment, capacity development and enhancing the skills of interns in policy research.

2. Nature of Internship:-

- The internship shall be on unpaid basis.
- The internship will be offline (in-person).
- Interns will be engaged purely for academic and research exposure.
- The internship shall not be treated as employment, consultancy, or contractual engagement.
- No stipend/honorarium, accommodation, travel allowance, or any other financial support shall be provided.

3. Areas of Internship:-

Internships may be offered in the following broad areas depending on availability of mentors and ongoing work:

- Labour Economics and Employment
- Skill Development and Training
- Social Sector Policy
- Impact Evaluation
- Public Policy Management and Governance
- Research Methodology
- Any other area relevant to the work of the institute

4. Eligibility:-

- Students from recognized universities/institutions in India or abroad pursuing:
 - Postgraduate degree (completed 1st year), or
 - Undergraduate degree (completed 2nd year), or
 - M.Phil./Ph.D. or equivalent degrees

Under-graduate (completed 2nd year)	80% Marks in 12th and 70% in last declared examination
Graduate (completed 1st year)	Cumulative 75% or more in Graduation

- Preference may be given to candidates from disciplines such as Economics, Statistics, Public Policy, Social Sciences, Management, Data Science, Law, and allied fields.

5. Duration:-

- Minimum duration: 6 weeks
- Maximum duration: 12 weeks
- Internship beyond 12 weeks may be permitted only with special approval of the Competent Authority.
- Internship must be completed in one continuous spell.

6. Intake and Timing:-

- Interns may be accepted throughout the year subject to requirement of NILERD and
 - Availability of space
 - Availability of mentors/supervisors
- The number of interns at any time shall be regulated by NILERD Administration.
- An intern can be selected only once in a financial year.

7. Selection Process:-

- Applications will be screened by the concerned Division.
- Selection will be based on:
 - Academic background
 - Relevance of subject area
 - Statement of purpose
 - Availability of supervisor
- Final approval will be issued by the Competent Authority.
- Selected candidates will be informed through email/letter.

8. Internship Assignment & Supervision:-

- Each intern will be attached to a Division/Project and assigned a Supervisor.

9. Attendance and Working Hours:-

- Interns shall observe office working hours of NILERD.
- Minimum attendance of 75% is required for successful completion.
- Leave beyond 3 days requires written approval of Supervisor.

10. Completion & Certification:-

- At the end of the internship, interns must submit:
 - Internship Report
 - Supervisor clearance
- A Certificate of Completion will be issued only if:
 - Minimum attendance is met
 - Work is found satisfactory by Supervisor

11. Termination:-

NILERD reserves the right to terminate the internship at any time if:

- Performance is unsatisfactory
- Conduct is inappropriate
- Rules are violated
- False information is provided

12. Mode of Application:-

Applicants must send the following documents by e-mail:

1. Duly filled Internship Application Form (as per prescribed format)
2. Statement of Purpose (300–500 words)
3. Updated CV
4. Copy of latest marksheets
5. No Objection Certificate from Institution

Applications should be sent by e-mail to The Director General, National Institute of Labour Economics Research and Development (NILERD) at dg-nilerd@gov.in with the following subject line “Application for Unpaid Internship – NILERD”

**National Institute of Labour Economics Research and Development
(NILERD)**

Application Form for Unpaid Internship

1. Personal Details:-

1. Full Name (in Block Letters): _____

2. Father's / Mother's Name: _____

3. Date of Birth: _____ / _____ / _____

4. Gender: _____

5. Nationality: _____

6. Aadhaar No. (optional): _____

7. Correspondence Address: _____

8. Mobile No.: _____

9. Email ID: _____

2. Educational Details:

Examination	Course	Institution/University	Year	% Marks / CGPA
Class 12 th				
Graduation				
Post-Graduation				
M.Phil./PhD (if any)				

3. Current Academic Status

- Course presently pursuing: _____
- Specialization/Subject: _____
- Name of Institution: _____
- Expected date of completion: _____

4. Area of Internship Interest (Tick ✓):-

- Labour Economics
- Employment & Skills
- Social Sector Policy
- Programme Evaluation
- Public Policy

Research Methodology

Any other (specify): _____

5. Proposed Internship Period: -

From: ____ / ____ / _____ To: ____ / ____ / _____ Total Duration (Weeks): _____

6. Statement of Purpose: -

Attach a separate sheet (300–500 words) explaining:

- Why you want to intern at NILERD
- Your research interests
- Expected learning outcomes

7. Documents Attached (Tick ✓):-

Statement of Purpose

CV

Latest Marksheets

NOC from the institute

ID Proof Copy

Passport Size Photo (2 Nos.)

8. Declaration by Applicant: -

I hereby declare that the information given above is true and correct. I understand that the internship at NILERD is unpaid and does not guarantee employment. I agree to abide by all rules and instructions of the Institute.

Signature: _____

Name: _____

Date: _____

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION

(To be given on letter head signed by HoD/Principal)

Dated:

Subject: No Objection Certificate for Internship at NILERD

It is certified that Mr./Ms.-----S/D of ----- is a bonafide student of <College ID No.> of <Semester/Year> of <Name of the Programme> of this <Institution/College>.

The <Institution/College> has no objection for him/her doing the internship at NILERD for the period from -----to----- . It is also certified that <he/she> is not registered for any course requiring <his/her> attendance in the class during the said period.

The conduct of the student as recorded in the <Institution/College> has been found good/satisfactory/unsatisfactory.

(Signature with Seal)