

राजस्थान सरकार
आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग

एफ.3(7)आ.प्र.एवं सहा./स्था./2019/

जयपुर, दिनांक

यंग इन्टर्न्स कार्यक्रम (YIP)-2024 के तहत साक्षात्कार हेतु अभ्यर्थियों की सूची

यंग इन्टर्न्स कार्यक्रम (YIP)-2024 के तहत इन्टर्न्स के चयन हेतु आयोजना एवं सांख्यिकी विभाग विभाग के पत्र क्रमांक 2627 दिनांक 30.12.2024 द्वारा आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग में 05 अभ्यर्थियों के आवेदन प्राप्त हुए हैं, जिनमें से 01 इन्टर्न्स का चयन किया जाना है। अतः यंग इन्टर्न्स कार्यक्रम (YIP)-2024 की गाईडलाइन के अनुसार संलग्न सूची में अंकित इन्टर्न्स के चयन हेतु दिनांक 27 फरवरी 2025 को प्रातः 11.00 बजे साक्षात्कार आयोजित किया जावेगा।

यंग इन्टर्न्स प्रोग्राम- 2024 की गाईडलाइन अनुसार सभी अभ्यर्थी शैक्षणिक योग्यता, अनुभव प्रमाण पत्र एवं अन्य संबंधित मूल दस्तावेजों तथा उनकी एक-एक स्व प्रमाणित छाया प्रति के साथ संलग्न सूची में निर्धारित समय तिथि अनुसार आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग, खाद्य भवन, भू-तल, कमरा नं. 7007, शासन सचिवालय, जयपुर में उपस्थित होंगे।
संलग्न:- 05 अभ्यर्थियों की सूची।

भगवत सिंह
संयुक्त शासन सचिव

प्रतिलिपि:- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

1. वरिष्ठ उप शासन सचिव, अतिरिक्त मुख्य सचिव, आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग।
2. निजी सहायक, संयुक्त शासन सचिव, आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग।
3. निदेशक एवं संयुक्त शासन सचिव, आयोजना एवं सांख्यिकी विभाग।
4. निजी सहायक, वित्तीय सलाहकार, आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग।
5. निजी सहायक, सहायक शासन सचिव, आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग।
6. विशेषाधिकारी- द्वितीय, आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग।
7. एनालिस्ट कम प्रोग्रामर, आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग।
8. प्रोग्रामर, आपदा प्रबंधन, सहायता एवं नागरिक सुरक्षा विभाग को विभागीय वेब-साईट पर अपलोड करने हेतु।
9. पंजीयक, शासन सचिवालय जयपुर।
10. विभागीय ई-मेल शाखा को उक्त अभ्यर्थियों को ईमेल करने व ईमेल करने पश्चात इसकी डिलेवरी रिपोर्ट संस्थापन शाखा को उपलब्ध कराने हेतु।

Signature valid

संयुक्त शासन सचिव
Digitally signed by Bhagwat Singh
Designation: Joint Secretary To
Government
Date: 2025.02.24 12:31:49 IST
Reason: Approved



राजस्थान सरकार
आपदा प्रबन्धन, सहायता एवं नागरिक सुरक्षा विभाग

यंग इन्टर्न्स कार्यक्रम (YIP)-2024 के तहत इन्टर्न्स के चयन हेतु साक्षात्कार हेतु आमंत्रित अभ्यर्थियों की सूची

S.No.	Applicant Name	Application No	Father Name	Address	Date/time of interview
01	Nikita Meena	10131	Ramvilas Meena	B-35, Dayal Nagar, Gangapur City, Rajasthan, 322201	27-02-2025 at 11.00 AM
02	Priyanka Sharma	09611	Anandi Lal Sharma	Simawto ki Dhani, Vpo Bagwada Via Morija Teh Amer, Jaipur, Rajasthan, 303805	
03	Santosh Parmar	09270	Raghu Raj singh	BHARKUNJARA, POST LEELAUTI, Dholpur, Rajasthan, 328031	
04	Vikash Kumar	08494	Ummed Singh Jangir	VPO PATUSARI, JANGIR BASTI, Jhunjhunu, Rajasthan, 333001	
05	Sudhansh Garg	08932	Ratan Lal Garg	Plot no. 25 Vardhman nagar B Ajmer road Jaipur, 302019	

संयुक्त शासन सचिव

Signature valid

Digitally signed by Bhagwat Singh
Designation: Joint Secretary To
Government
Date: 2025.02.24 12:31:49 IST
Reason: Approved



GOVERNMENT OF RAJASTHAN



GUIDELINES FOR YIP – 2024

DIRECTORATE OF ECONOMICS AND STATISTICS



Guidelines for Young Interns Program (YIP)- 2024

1. INTRODUCTION:

The Young Interns Program (YIP) is an internship program envisaged by state government for providing opportunities to the talented and progressive youth to upgrade their skills by gaining practical experience of working in the programs, schemes and projects of the government departments. The program is mutually beneficial to the government as well as the interns. The government is benefitted by infusing novelty and innovation in the project implementation and service delivery system through the youthful and courageous ideas & techniques of the young interns and the interns are benefitted by attaining the knowledge of project implementation and the ecosystem of the government functionalities.

2. OBJECTIVES OF THE PROGRAM:

The objectives of the program are as follows:-

- To empower the young brains to attain awareness and knowledge about various government programs and services and about various interventions between government, service providers, recipients and peripheral agencies such as media, civil society etc.
- To strengthen their research and evaluation skills in the field of public administration and development services.
- To generate interest amongst youth towards entire service delivery ecosystem of the public services.
- To get independent critical analysis of government programs and for seeking suggestions for corrective measures.
- To augment innovations from the young minds to enhance the outreach and impact of government schemes & programs.

3. DEPLOYMENT SCHEME:

- For the FY 2024-25, the Government of Rajasthan shall provide internship to 150 interns.

- Therefore, the following deployed scheme is being implemented in the FY 2024-25-

S. No.	Deployment place	No. of Interns
1.	Department HQ	100
2.	District HQ	(50x1)=50

4. ADMINISTRATIVE DEPARTMENT:

- The Statistics Department is the administrative department and is responsible for overall implementation of the YIP. Execution and budgetary control of the program is under the Directorate of Economics and Statistics (DES).

5. STRUCTURE OF THE INTERNSHIP-

5.1 GENERAL:

- The internship will be provided to the eligible interns at the two levels viz. Department Level and District Level.
- The applicant has to apply online by specifying his/her choice of Department/District.
- For the overall monitoring of the internship, there shall be one mentor and a nodal officer and/or a supervisor in a department or at the district level, as the case may be.
- The intern will undertake all the work assigned to him under guidance of the mentor/nodal officer/supervisor.
- The interns will present their reports to the mentor/nodal officer every month or whenever he/she is asked for it.

5.2 MENTOR:

- Administrative Secretary of the department in which the intern is deployed shall be the mentor.
- The District Collector for district will be the mentor of the intern for internship.
- The Mentor will be responsible for assigning the internship work to the intern and will review the progress of the internship work time to time.

5.3 NODAL OFFICER:

- The mentor may nominate a Nodal Officer for the program in the department of internship.
- The nodal officer should not be less than the rank of a Dy./Asst. Director.
- The mentor has to communicate the name of the nominated nodal officer to the DES before authorizing him/her for initializing communication with the DES.

- In case of district HQ, JD/DD/AD, Statistics will be the nodal officer.
- The nodal officer shall be responsible for execution of selection process, monitoring (maintaining attendance of the interns and preparation of Monthly Progress Report-MPR) and observing the entire internship work and also for the purpose of the official correspondence and communication with the Directorate of Economics & Statistics (DES).

5.4 SUPERVISOR:

- The mentor/nodal officer may nominate a supervisor for support and guidance to the intern.
- The supervisor will be responsible for allotting the work to the intern and assessing the timeline and supporting the intern in achieving the targets.
- The supervisor will also assist the nodal officer in preparation of MPRs for the intern.

6. SELECTION OF INTERNS:

6.1 Eligibility Criteria:

6.1.1 Age-

- Age between 21 yrs. to 30 years on 01-01-2025. It means the candidate should not be born before 01.01.1995 and after 31.12.2003.

6.1.2 Educational Qualification-

- The applicant should have a post-graduate qualification with minimum 60% marks or a CGPA of 6 on a scale of 10 in any stream from a recognized university.
- The graduate applicant of Engineering/Medical/Law /CA/CS Streams from a recognized University with minimum 60% marks or a CGPA of 6 on a scale of 10 shall also be eligible for this internship.

6.1.3 Work Experience and additional Qualification-

- The applicant with working experience in the field of his/her choice of department shall be given priority.
- Any other additional educational and/or technical qualifications and experience shall be as per the special requirements submitted by the concerned department/ district collector, if any.

6.1.4 Skills and Language-

- Excellent communication/ presentation/ intra-personal skills/ soft skills.

- Good Knowledge of English as well as Hindi language (Reading, Speaking, Writing and Understanding)
- Well versed in ICT skills and knowledge of MS Office and other similar programs on alternative platforms.

6.1.5 General condition-

- The persons who have already completed any paid internship with any government Department/Agency in Rajasthan will not be eligible for applying for this program. The internship done for more than one month will be considered as completed internship.
- It is mandatory for all the interns to have their own Laptop and data card/internet facility.
- In case of any dispute, the decision of the Pr./Secretary, Statistics Department will be binding and final.

7. SELECTION PROCEDURE OF YIPs -

7.1 Application-

- Applications will be invited from the eligible applicants through the online application platform (through SSO ID).

7.2 Application scrutiny-

- The Departments/District collector shall constitute a selection committee of not less than three members including the chairperson.
- The mentor shall be the chairperson of the committee.
- At the district level the JD/DD/AD, Statistics will be the member secretary of the selection committee.
- All the applications shall be downloaded and scrutinized by the respective departments/districts.
- The selection committee shall verify the eligibility of the applicant on the basis of the attached documents.

7.3 Group discussion and Interview-

- The applicants found eligible shall be invited for Group Discussion and Personal Interview (G.D. and P.I.) by the selection committee of the department/district.
- The interviews will be conducted by a board of three members of not below the rank of Dy. /Asst. Director.
- The selection of the interns shall be of total 200 marks as per the following detailed criteria-

- | | | |
|-----|-----------------------------|-----------|
| i. | Group Discussion (G.D.) - | 100 marks |
| ii. | Personal Interview (P.I.) - | 100 marks |

7.4 Selection and Allotment of internship-

- A composite merit list of 1.25 times of the actual requirement shall be declared and 25% of the actual requirement shall be kept as waiting list that can be activated if an intern leaves the internship within the two months of the commencement of the internship.

7.5 Timeline-

- The departments/districts have to complete the entire selection process and send recommendation to the Directorate of Economics and Statistics (DES) within 45 days after closing of the application.
- If the recommendation by any department/district is not received by the DES, the allotment of the interns shall be re-appropriated and interns will be deployed in other departments/districts if the vacancy is available.

8. DEPARTMENTS FOR INTERNSHIP:

- It is expected from all the applicants that they have knowledge of schemes/programs of their choice of Department.
- The interns deployed in districts will be provided themes/programs/schemes by their respective mentors (District Collectors).
- Some of the Departments in which the internships are open have been given in **Annexure-A** for the preliminary knowledge. These are only indicative and may be modified in future.
- The departments may offer any scheme/program for the internship and also may offer more than one scheme/program to the intern/s.

9. DURATION OF INTERNSHIP:

- Internship is of one year duration (from 01-01-2025 to 31-12-2025/ from the date of granting the Internship) and the intern, after internal assessment, will be provided certificate after completion of the internship.
- After end of the first year, if the mentor/nodal officer feels and recommends the extension in the internship duration on the basis of the performance of the intern, the duration of internship may be increased by one more year with six months at a time.
- In no circumstances, the duration of internship shall be more than two years.

10. ATTENDANCE & WORKING DAYS:

- The working hours of the interns shall be same as regular timing of the office. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Government Holidays.

11. LEAVES:

- The interns shall be eligible for 12 days leave in a calendar year.
- The leave shall accrue on completed month basis calculated from date of joining on pro-rata basis.
- The un-availed leave in a year shall not be carried forward to the next year.
- The leave for one day per month shall only be considered accrued only if the intern completes at least initial 20 days in that particular month.
- The intervening Saturdays, Sundays or Government Holidays during a spell of leave shall not be counted against the leaves.
- If the intern avails a leave without permission from his/her mentor/nodal officer, the intervening Saturdays, Sundays or Government Holidays during a spell of leave shall be counted against the leaves.
- If the intern avails a leave without accrual, her payment for the leave day shall be deducted from the monthly payment of stipend.
- Half day leaves are not permissible.

12. STIPEND:

- The selected interns will be paid Rs. 30,000/- per month as stipend and Rs. 2,500/- per month as laptop connectivity and mobility support.
- The interns shall upload their MPR online on YIP portal before 10th of every month. If the MPR upload after 10th than the stipend for the month shall be released in the next month. Hard Copy or E-mail copy of the MPR shall not be considered.
- The payment of the stipend for the last month of the internship shall be withheld if the final report of the internship complete in all respects is not submitted and reached to the DES during this month.
- After joining internship, if intern leaves the assignment/ internship within one month, no stipend or any other remuneration will be paid.

13. PAYMENT:

- The payment will be released by the DES after 15th of the next month after completion of the month based on the attendance and due certification (MPR) issued by the mentor/nodal officer received.
- In case of any administrative/financial hassle or budgetary sanctioning delays that are out of scope of DES, the payment may further delay and the intern has to bear with it.

14. TAX DEDUCTION AT SOURCE:

- Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the DES will issue TDS certificate/s.
- The DES shall not undertake any liability for taxes or other contribution payable by the intern on payments made under this contract.

15. EVALUATION AND AWARD OF THE INTERNSHIP-

15.1.1 QUARTERLY REVIEW AND SUBMISSION OF SYNOPSIS/REPORTS:

- The DES shall conduct quarterly reviews of work of all the interns with their physical presence at the state HQ.
- The intern has to submit the preliminary synopsis during the first quarterly review.
- The intern has to submit the final synopsis or a preliminary project report (PPR) during the second quarterly review.
- The intern has to submit the interim final project report during the third quarterly review.
- During the last quarterly review the final report including all the suggestions and corrections shall be submitted.

15.2 EVALUATION OF THE REPORT-

- The final report submitted by an intern to the nodal officer/supervisor shall be evaluated for quality and utility by the supervisor.
- The nodal officer/supervisor shall submit the report to the mentor with a recommendation of approval/disapproval/further improvement.
- The mentor shall forward the report to the DES with his/her own recommendation.

15.3 AWARD OF INTERNSHIP:

- The interns of whose final reports shall be received from the incumbent department/district HQ with duly approved by the mentor will be awarded the internship completion certificate by the DES.
- No certificate will be awarded if the intern leaves the assignment/internship before completion or if his/her internship is terminated or the reports were not found appropriate for awarding an internship by the evaluating organization.
- In the case of withholding of internship on account of inappropriateness of the final report submitted by the intern, he/she

shall be provided another one month for improving the report and resubmitting the revised report. No stipend shall be admissible for such extension of period.

- During the final month, the intern shall prepare and submit the internship report. If the intern fails to submit the internship report during this month, the internship certificate and the stipend of the last month shall also be withheld till the next month. After expiry of this extra month, the proceedings of recovery of the stipend of the last quarter shall be started.

16. TERMINATION OF INTERNSHIP:

The internship shall be terminated due to following reasons-

- Unauthorized absence from the project/work for a continuous period of 07 days without any information or valid reason. In such case, the intern will be given a 03 days' notice by the mentor.
- If a satisfactory reason of absence is not received, the mentor will send recommendation to the DES for termination of the internship.
- The intern can also seek the termination of the internship by giving one month's notice to the DES copy to the mentor.
- If an intern is found guilty of any misconduct or misbehavior or his/her performance is found unsatisfactory, his/her internship can be terminated at any point of time without extending any explanation or without any obligation of serving an advance notice.
- If at a later stage, it is found that a particular intern was earning some kind of remuneration then his/her internship will be terminated with immediate effect.
- In case, an intern leaves the internship in the middle of the internship, on account of any reason such as getting any kind of employment etc., he/she has to submit his/her resignation along with detailed report of work done by him/her (till the resignation date) within one month of his/her resignation letter to the concerned mentor/nodal officer.

17. RETURN OF MATERIALS:

- At the time of completion/termination of internship, interns has to return all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CDs, DVDs, Pen Drives and any other material on any media containing or disclosing any confidential or proprietary technical or business information.

- On completion/termination of internship the intern shall also return any keys, pass cards, ID cards or other property belonging to DES/concern office.

18. MISCELLANEOUS:

- YIP is a full time internship program therefore during the internship; interns will not be allowed to opt for any additional job/work that will entail in getting a regular remuneration.
- The internship will not constitute a regular job or appointment of any nature in the office of DES/any department/district, nor is it in the nature of a relationship of employer and employee between the DES and the intern.
- Interns will not be considered as employees of the department/district office/DES during or after the internship.
- DES or concerned department/district accepts no responsibility for medical insurance/medical reimbursement, RGHS etc. of the intern or for any costs arising out of the accidents and/or illness occurred during the period of internship.
- No TA/DA will be paid to the interns for attending the interview and also during the internship.
- The place of the jurisdiction of any dispute shall be Jaipur.

19. DISCLAIMER:

- The YIP has been envisaged as an internship program only and does not provide any assurance or guarantee for a permanent job.
- The government may terminate the internship at any point of time without any obligation to cite any reason of termination.

Annexure-A

S. No.	Name of Departments/Offices
1	Agriculture Department & Allied Services
2	Rural Development & Panchayati Raj Department
3	Water Resource/Irrigation & Flood Control Department
4	Energy Department
5	Industry Department
6	Public Works Department
7	Science & Technology Department
8	Elementary and Secondary Education Department
9	Higher and Technical Education Department
10	Medical & Health Department and Family Welfare Department
11	Public Health and Engineering Department
12	Urban Development & Housing Department
13	Department of Local Self Government /Department of Local Bodies
14	Labour & Employment Department
15	Social Justice & Empowerment Department
16	Tribal Area Development Department
17	RITI
18	Directorate of Economics & Statistics
19	Planning Department
20	Food & Civil Supply
21	Department of Information Technology & Communication
22	Law Department/A. G. office
23	Disaster Management & Relief Department
24	State Information Commission
25	Home Department
26	Finance Department
27	Chief Minister's Office
28	Chief Secretary Office
29	Rajasthan Jan Aadhaar Authority
30	Women and Child Development Department
31	Redressal of Public Grievances