



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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NHAI/Policy Guidelines/Internship Scheme/2017

No.1.3.1.13/2017 dated the 14th July, 2017

(Decision taken on File No. 11041/215/2016-Admin)

Subject: Guidelines and procedures for Internship Scheme in NHAI.

The Competent Authority has approved the Internship Scheme as under:-

1. Introduction

1.1 The National Highways Authority of India (NHAI) was constituted by an Act of Parliament, namely, the National Highways Authority of India Act, 1988. It is responsible for development, maintenance and management of National Highways entrusted to it and for matters connected therewith or incidental thereto.

1.2 Following guidelines are hereby laid down for accepting and engaging Interns to provide an opportunity to the young students to learn and operate in a real-life environment and simultaneously enhance and supplement the manpower capacity of NHAI to that limited extent. This would help in equipping these young students with practical knowledge and skills in fields such as Project Design and Appraisal, Procurement, Project Management and Monitoring, Land Acquisition, Performance Management, Contract Management, Legal, Finance, Administration and IT Applications etc.

2. Interns

2.1 Students pursuing Graduation/ Post-Graduation/ Research from any recognized University/ Institution within India or abroad would be eligible for being positioned as Interns. Eligibility criteria would be defined by the concerned Division at the Headquarters. An Intern may be paid a stipend of Rs.5,000/- per month for the period she/he interns with the NHAI in addition to the expenditure incurred on tour assigned to him/ her during the internship, if any. The period of internship shall be a minimum of two months and a maximum of six months at one stretch. One student/ candidate shall be allowed Internship only once in the NHAI.

- 2.2 The Interns are expected to contribute in the functioning of NHAI by way of their inputs such as empirical analysis, briefing reports, papers, etc. Internship shall be available throughout the year based on the requirements of the applicants and the NHAI.
- 2.3 The total number of interns for the Headquarters as well as field offices may be capped at 50 in the first instance. This number may be reviewed as and when required based on the experience gained in this behalf. However, Chairman shall be competent to permit any variation in the total number of interns depending upon the need and justification.
- 2.4 Selection criteria may be further defined for specific positions depending on the specific requirements and circumstances.
3. **Procedure for selection of Interns:**
- 3.1 The basic eligibility for accepting Interns in NHAI will be as under:
- (i) Currently studying in the final year or pre-final year/ semester of their course;
 - (ii) Should have obtained overall 70% marks or equivalent grade in all the previous yearly/ semester examinations and no backlogs (re-appears) of any subjects.
 - (iii) Can apply for internship only once during one's academic career.
- 3.2 Applications will be invited through the Heads or designated authority of the UGC/ AICTE/ Government approved Universities/ Institutions/ Colleges/, online by sharing a link with them (not the students). They will, in turn, short-list the eligible students and forward their names to the NHAI through email/ using the on-line submission system. Applications, as per prescribed format, from such short-listed and notified students will be received online by NHAI through the link.
- 3.3 NHAI shall publish the Internship Scheme on its website www.nhai.org for information of all the UGC/AICTE/Government approved Universities/ Institutions/Colleges.
- 3.4 All applications received online will be forwarded to the concerned Heads of Divisions in NHAI for further scrutiny and selection.

- 3.5 Depending upon the number of applications received against a particular domain/ area, NHAI reserves the right to fix-up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.
- 3.6 After selection of the candidates, the concerned Division will send the offer of Internship to the applicant directly to the selected candidate under intimation to the Administration and to the Institution/ Colleges/ Universities sponsoring such candidate.
- 3.7 At the time of joining on selection, applicants shall be required to produce a letter from their Supervisor/ Head of Department/ Principal, indicating their status in the institution and "No Objection" for allowing their student to undergo internship for the period for which he or she is selected.
- 3.8 The attendance record and the details of work supervision shall be maintained by the respective Heads of the Divisions.
- 3.9 The conduct of the interns and their access to data shall be the sole responsibility of the concerned Head of the Division.
- 3.10 At the end of the Internship, the student shall be required to submit a copy of the Project Report to his controlling/ reporting officer in NHAI.
- 3.11 Upon successful completion of Internship, a Certificate (Annexure-A) shall be issued under the signatures of the concerned Controlling Officer.
4. These guidelines issue with the approval of the Competent Authority.



(A. K. Sadhu)
Chief General Manager (Coord.)

To:
All Officers and Employees of HQ/ROs/PIUs/CMUs/Site Offices

Format of Internship Completion Certificate

(To be given on Letter Head)

Dated: _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Mr. /Ms.>..... a student of <University /Institution> has successfully completed <his/her> Internship with NHAI, Government of India from to..... During the period of Internship he/ she worked under on the following areas.

(i)

(ii)

2. <He / She> has shown special interest for and <his/her> performance during the internship has been rated as <exemplary/ satisfactory/poor>. The final report submitted by <him/her> has been rated as

3. During the period of <his / her> internship programme <he/ she> was punctual and hard working.

4. I wish <him / her> every success in <his/her> life and career.

Signature
Name & Designation of the Issuing Officer/ Authority