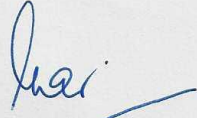



INTERNSHIP PROGRAM FOR FEMALE STUDENTS

Shimla Jal Prabandhan Nigam Limited intends to provide hands on training for Graduates and Undergraduates female students in the following areas:

1. Monitoring and Evaluation
2. Grievance Redressal Mechanism
3. Accounting and financial Management
4. Human Resource Management
5. Environment and Social Safeguards

Interested female students click the link below for detailed program.


Managing Director
SJPNL, Shimla


Female Internship Program of Shimla Jal Prabandhan Nigam Limited

Shimla Jal Prabandhan Nigam Limited (SJPNL) is a public limited company jointly promoted by Shimla Municipal Corporation and Government of Himachal Pradesh to plan and implement the Water Supply and Sewerage Services in Shimla Planning area. SJPNL is implementing “Shimla Water Supply and Sewerage Improvement Project” with the financial assistance of World Bank under P for R Programme. The key development objective of the project is to improve water supply and sewerage (WSS) services for the population of Shimla, the capital city of Himachal Pradesh. The Project will support the rehabilitation and extension of the WSS system to cater to the growing population of Shimla town and the Greater Shimla Area alongwith the establishment of an autonomous, independent and efficient WSS utility. Besides the required infrastructure improvement, the project will, therefore, have a strong emphasis on supporting efficient services and building sector capacity.

The proposal Appraisal Document of World Bank provides for a Female Internship Program at Shimla Jal Prabandhan Nigam Limited. Shimla Jal Prabandhan Nigam will take up an “Annual female-only internship Program” to bring on board at least 5 female interns for 3-6 months ‘hands on’ training on a small stipend in fields such as Monitoring & Evaluation and Grievance Redressal Mechanism systems, accounting and financial management systems etc. This will help in women getting trained in the WSS sector and opening up employment opportunities for them. The duration of internship program shall be 3-6 months. The Female Internship program aims at strengthening employment opportunities for women in Shimla Jal Prabandhan Nigam Limited and the WSS sector through (a) project related activities (b) other activities which can help in building a pipeline of female professionals for future hiring in SJPNL. *The expenditure incurred on interns will be met out of the GIA/ revenue receipt of Shimla Jal Prabandhan Nigam under Training and Capacity Building head.* SJPNL seeks to encourage the engagement of females in Water and Sewerage Services in Shimla Planning area. To achieve this objective, SJPNL will start the Internship Programme for Female Internship Program. The main features of the program are as under:

The Internship Program for females seeks to engage female students pursuing **Under Graduate/ Graduate/ Post Graduate Degrees or Research Scholars** enrolled in recognized Universities/Institutions within India or abroad, as "Interns". These "interns" shall be given exposure to various Verticals/ Divisions within Shimla Jal Prabandhan Nigam Limited. For the "interns" the exposure to the functioning of the Shimla Jal

Prabandhan Nigam Limited may be an add-on in their future interests.

Name of the Program:

The Female Internship Program.

Purpose:

To allow short term exposure to the “female candidates ” with the different Verticals/ Divisions of Shimla Jal Prabandhan Nigam. A list of domains/areas for which Internship is invited is enclosed at *Annexure 'A'*.

Objectives of the Female Internship Program:

The Program has the following objectives:

- To provide young workers, particularly the females, an opportunity to demonstrate their talents and skills in the field of Water & Sewerage services with the ultimate objective of attracting the best and the brightest who want to pursue a career in Water & Sewerage services.
- To allow young female academic talent to be associated with SJPNL work for mutual benefit.
- The interns shall have an opportunity to know about the Government functioning and can contribute to Policy formulation by generating policy inputs such as briefing reports, policy papers, etc.

Internship Period:

Internship shall be available throughout the year based on the requirements of Shimla Jal Prabandhan Nigam Limited.

Number of Female Interns to be trained in a year:

Shimla Jal Prabandhan Nigam will take up an “Annual female-only internship Program” to bring on board at least 5 female interns.

Duration of Female Internship Program:

- The duration of internship program shall be 3-6 months.
- Interns not completing the requisite period of Internship shall not be issued any certificate.

Eligibility:

Bonafide students of any recognized University/ Institution within India or abroad, fulfilling following conditions are eligible to apply for the internship.

- Under-graduate female students, having completed / appeared in the term end exams of second year/4th semester of the bachelor degree course and having secured not less than 75% or equivalent marks in 12th class.
- Female Graduate students having completed / appeared in the term end exams of first year/ 2nd semester of their post graduate programme or pursuing research/ PhD and having secured not less than 60% or equivalent marks in Graduation.
- The female students who have appeared in the final exam or just completed Graduation / PG and walking for admission for higher studies may also be considered for internship provided that-
 - I. Interns must have secured 70% or more cumulative marks in all the years/ semesters of their graduation / post-graduation till the date of application.
 - II. The period between the month of declaration of result of final exam and the desired month of internship should not exceed six months e.g. if the result is declared in the month of June then she can apply for the internship beginning till the month of December.

Experience Certificate:

A certificate regarding successful completion of Internship shall be issued by the concerned Division in the enclosed format at Annexure 'B'.

Logistics & Support:

Interns will be required to have their own laptops. Shimla Jal Prabandhan Nigam Limited shall provide them working space, internet facility and other necessities as deemed fit by the concerned Heads.

Stipend:

The interns shall be paid stipend of Rs 9000/- per month as per rates notified by the Ministry of Skill Development and Entrepreneurship vide notification dated 25th September 2019 and subject to revision by the MoSDE, GoI from time to time.

The expenditure on stipend to interns shall be met out of revenue/GIA of Shimla Jal Prabandhan Nigam Limited

Procedure and conditions for Applicants:

Interested applicants may apply online only in the address link to be indicated in the website of Shimla Jal Prabandhan Nigam Limited during 1st to 10th of every month. Applications can only be made six months in advance but not later than 2 months before the month in which internship is desired. For example if any applicant wants to join internship program which is commencing in the month of Apr- 23 then she can apply from the month of Oct- 22 to Feb- 23. Application will be valid for the desired month.

- An Applicant must also clearly indicate the area of interest.
- A candidate can apply for internship only once during a financial Year.
- The applications of applicants, who do not fulfill the eligibility conditions, shall be rejected.
- The selected applicant has to produce original mark sheets and NOC from the college / institution at the time of joining, failing which her candidature shall be cancelled. The format for NOC is at Annexure-“C”

Procedure for Selection and Other Modalities of the Program:

The list of applicants shall be prepared and placed before the Competent Authority for final allotment/placement. The Interns shall be allotted to an organization for Internship. Keeping in view the areas of interest expressed by the candidates and subject to suitability and availability of slots, every Intern shall be attached with a Head of the Verticals/Divisions and Consultants.

The offer for internship is neither an employment offer nor an assurance of an employment with the Department.

Attendance:

While doing internship in Shimla Jal Prabandhan Nigam Limited, the candidate should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of internship period will be allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of the Verticals/Divisions and Consultants.

It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Heads of Verticals only.

Leave:

A leave of one day per month during the internship period will be allowed.

Code of conduct for the interns is at Annexure D

Role and Responsibilities of Heads of the Verticals/Divisions and Consultants is at Annexure E

Termination:

1. SJPNL may disengage the intern if the services of the intern are no more required without assigning any reason and with immediate effect.
2. If the intern decides to disengage from SJPNL, intern candidate would give 5 days prior notice.

Program Review:

The Scheme in its present form is proposed for three years. A review of the female internship program may be undertaken after one year and necessary changes may be made in the program.

Relaxation:

Managing Director cum CEO, Shimla Jal Prabandhan Nigam will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate by giving reasons in writing.

Domains/Areas available for Female Internship Program

1. Monitoring and Evaluation
2. Grievance Redressal Mechanism
3. Accounting and financial Management
4. Human Resource Management
5. Environment and Social Safeguards

Annexure “B”

FORMAT FOR INTERNSHIP COMPLETION CERTIFICATE

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. _____ a student of
<University/Institution> has successfully completed her Internship with Shimla Jal Prabandhan Nigam
Limited, from _____ to _____. During the period of internship she worked under _____
in the following areas.

- 1.
- 2.

- I. She has shown special flair for _____ and her performance in preparation of the report has been rated as _____.
- II. During the period of her internship program she was punctual and hard working.
- III. I wish her every success in her life and career.

(Officer)
Shimla Jal Prabandhan Nigam Limited

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION

(To be given on Letter Head)/To be signed by HOD/Principal

Dated:

Subject: No Objection Certificate for Shimla Jal Prabandhan Nigam Limited Female internship program

It is certified that Ms. _____ is a bonafide student < College ID No.> of <Semester/Year> of <name of the program> of this <Institution /College>.

The <Institution /College> has no objection for her doing the Internship program at Shimla Jal Prabandhan Nigam from the period from.....to It is also certified that she is not registered for any course requiring her attendance in the class during the said period.

The Conduct of the student as recorded by the <college/institution> has been found good/ satisfactory/ unsatisfactory.

(Signature and Seal)

Code of Conduct

The intern appointed by the Shimla Jal Prabandhan Nigam Limited shall observe the following Code of conduct which shall include but not be limited to, the following:

- The intern shall adhere to the work plans and schedule assigned by Heads of the Verticals/Divisions and Consultants/Experts and shall participate in all structures/activities designed by the Heads of the Verticals/Divisions and Consultants for the internship and meet regularly with the Heads of the Verticals/Divisions and Consultants to discuss the progress and ask appropriate questions regarding the assignment.
- The intern shall follow the rules and regulations, which are in general applicable to employees of the SJPNL and the allotted division/branch.
- The intern shall follow the confidentiality protocol of SJPNL and the allotted division/branch and shall not share/reveal to any person of the organization confidential information relating to SJPNL, its work and policies.
- The intern shall not claim any intellectual property right of work done at the allotted division/Branch and has to strictly maintain the confidentiality of the Department's intellectual property. Any violation /infringement shall be viewed adversely against the intern as well as the institution to which she belongs and may invite appropriate action.
- The intern and the institutional concern shall have no claim whatsoever on the results of the project work. The Department retains all intellectual property, rights in patents, designs, software copyright (source code) and publications, if any that may be generated during the course of project work.
- The Intern may, with the prior permission of the Department, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the Department and allotted division/branch will not be revealed under any circumstances.
- Any paper and document written and or published by the intern should carry the caveat that the views are the personal views of the intern and do not represent or reflect the views of the Department and the allotted organization.
- The Interns shall follow the advice given to them by the Department and allotted organization regarding representation to third parties.
- In general, an intern may not interact with or represent the department and the allotted organization viz-a-viz third parties. However, some interns may specifically be authorized to interact with third parties on behalf of the Department and the

allotted organization depending on the nature of their roles and responsibilities.

- No intern shall interact with or represent the Department or the allotted organization to the media (print or electronic)
- The Intern shall conduct themselves professionally in their relationship with the Department and the allotted organization and the public in general. They shall be required to make prompt and full disclosure related to any conflict of interest that arises in due course of the internship.
- Intern shall not accept or provide any gift, benefit or favors in exchange for special consideration or influence where it may be perceived to be in exchange for any special treatment.
- Intern shall provide mandatory feedback to the mentor on the internship programme whenever required by the Department and allotted organization.
- The intern will be required to be present at the allotted organization's premises during official hours unless otherwise permitted by the Supervisor/Mentor in writing.

Roles & Responsibilities of the Heads of the Verticals/Divisions and Consultants/Experts

Heads of the Verticals/Divisions and Consultants/Experts shall communicate program objective, work plan, milestone and professional expectations to the intern and ensure that all professional expectations are communicated and understood by the intern:

1. Heads of the Verticals/Divisions and Consultants/Experts Mentor/ Supervisor shall assign meaningful work/exercise to the interns as per the defined work plan.
2. Heads of the Verticals/Divisions and Consultants/Experts shall meet regularly with the intern to review and discuss the progress of the programme and identify areas where the intern needs support and guidance in learning and provide necessary support.
3. There is as per in expectations cases to giving them independent work.
4. Heads of the Verticals/Divisions and Consultants/Experts shall provide constructive and balances feedback to the interns