

No.A-42013/14/2020-Admin.
Government of India
(Ministry of Food Processing Industries)

Pancsheel Bhawan, August Kranti Marg,
New Delhi: 28th August 2020

Sub:- MoFPI Internship Scheme

Ministry of Food Processing Industries (MoFPI), Government of India have decided to start an MoFPI Internship Scheme. This Scheme seeks to engage students pursuing Under Graduate/Graduate/Post Graduate Degrees/ Research Scholars in the field of Food Technology/ Food Engineering/Food Science/Agriculture/Horticulture/ Bio-Technology/Chemical Engineering or MBA in Rural Management/MBA in Supply Chain Management or M. Sc. with Food and Agriculture as one of the subject enrolled in recognized University/Institution within India or abroad, as "Interns". The "Interns" shall be given exposure to various Divisions within MoFPI to know about the development of Food Processing Industries in the country. They would be expected to supplement the process of analysis in MoFPI through empirical collection and collation of in-house and other information. The exposure to the functioning of the MoFPI would be an add-on to their academic knowledge and help in furthering their future interests.

2. Internship will be on unpaid basis and no remuneration will be paid. No TA/DA shall be admissible for joining the internship or on its completion. No Hostel facilities will be available. Only experience certificate regarding successful completion of Internship shall be issued by the Ministry.

3. **The Scheme**

3.1 **Name of the Scheme:** The MoFPI Internship Scheme

3.2 **Purpose:** To allow short term exposure of "selected candidates" with the different divisions/schemes of Ministry of Food Processing Industries (MoFPI), Government of India as "Interns". A list of domain/ areas for which Internship is invited is enclosed as Annexure 'A'.

3.3 **Objective of the Scheme:** The Scheme has the following stated objectives:

a. To allow young academic talent to be associated with MoFPI and work for mutual benefit.

b. The "Interns" shall have an opportunity to know about the functioning of Government and contribute to the Policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers, etc.

Rehan Jabeen

3.4 Internship:

(i) Internship shall be available throughout the year on quarterly basis based on the requirement of the MoFPI. The maximum number of interns available for each quarter will be 15.

(ii) **Eligibility:** Bonafide students of any recognized University / Institutions within India or abroad, fulfilling following conditions are eligible to apply for the internship:

- a. Under-graduate students, having completed / appeared in the term end exams of second year/ 4th semester of the bachelor degree course and secured not less than 85% or equivalent marks in 12th class.
- b. 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 secured not less than 70% or equivalent marks in graduation.
- c. The student who have appeared in the final exam or just completed graduation/ PG and waiting for admission for higher studies may also be considered for internship provided that
- d. They should have secured 70% or more cumulative marks in all the years/ semesters of their graduation/ post-graduation till the date of application
- e. The period between the month of declaration of final exam and desired month of internship should not exceed six months' e.g. if the result is declared in the month of June then he/ she can apply for the internship beginning till the month of December.

(iii) **Period:** The period of Internship shall be at least six weeks but not exceeding three months. Interns not completing the requisite period will not be issued any certificate.

(iv) **Experience Certificate:** A certificate regarding successful completion of Internship shall be issued by the Under Secretary Level Officers of the concerned Subject Division in the enclosed format at Annexure 'B'.

3.5 **Logistics and Support:** Interns will be required to have their own laptops. MoFPI shall provide them work space, internet facility and other necessities as deemed fit by the concerned Heads.

3.6 Procedure and conditions for Applicants:

(i) Interested applicants may apply **online only** in the address link to be indicated in the website of MoFPI during 1st to 10th of months of March, June, September and December

Rehan Jahan

For example if any applicant wants to join internship programme which is commencing in the month of April-2021 then he/ she can apply from the month of March-2020. Application will be valid for that quarter month.

- (ii) Applicants must also clearly indicate the area of interest.
- (iii) A candidate can apply for internship only once during a financial year.
- (iv) The applicants who do not fulfil the eligibility conditions, their applications shall be rejected by the system automatically.
- (v) The selected applicant has to produce original mark sheets and NOC from the college/ institution at the time of joining, failing which his/her candidature shall be cancelled.

3.7 Procedure for selection and Other Modalities of the Scheme:

- (i) All the applications received online will be made available online to the concerned Heads of Divisions/Schemes and will be forwarded to Director or Deputy Secretary of the concerned schemes in MoFPI for further scrutiny and selection of eligible candidates.
- (ii) The Heads of Divisions/Schemes can take a maximum of 2 (two) interns for internship at a time. This number may be relaxed beyond 2 (two) with the permission of Secretary, MoFPI. The decisions of the Secretary regarding the suitability of a candidate as intern shall be final and binding.
- (iii) The selected candidates may be asked by the division/scheme to submit the soft copy of their NOC from their Head of the Department/Principal by giving sufficient time before issuance of the offer letter by the vertical head. It also has to be indicated in the NOC that the student would not be registered for any course requiring his/her attendance in the class during the period of internship. The division/scheme has to obtain the original NOC issued by the college/institution at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled by the Division.
- (iv) The concerned division/scheme will upload the list of selected candidates on MoFPI's website.
- (v) Depending upon the number of applications received against a particular domain/area, MoFPI reserves the right to fix up the eligibility criteria, limit the number of the applicants to called for a particular period and to decide about the mode of screening thereof. The maximum number of interns available for each quarter will be 15.

Rehan Jabeer

(vi) The concerned heads of Divisions/Schemes and Director or Deputy Secretary of the concerned schemes shall be personally responsible for ensuring that the work Programme and output mutually agreed upon with the Intern is satisfactorily completed. Interns shall be required to submit a brief report/ paper at the end of their assignment to the Heads of the concerned Divisions/Schemes and Director or Deputy Secretary of the concerned schemes about their learning experience.

(vii) Seminars/Presentation can be conducted by the concerned Heads of particular Divisions/Schemes and Director or Deputy Secretary of the concerned schemes for their Interns.

3.8 **Attendance-** While doing internship in MoFPI, the candidate should have 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 is 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 Divisions/Schemes and Deputy Secretary of the concerned schemes.

3.9 It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Director or Deputy Secretary of the concerned schemes.

3.10 **Scheme Review:** MoFPI reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of MoFPI.

3.11 **Relaxation:** Secretary, MoFPI will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

4. This issue with the approval of Competent Authority.



(Md. Rehan Zaheer)

Under Secretary to the Government of India

Domains/Areas available for Internship

1. Mega Food Parks
2. Integrated Cold Chain and Value Addition Infrastructure
3. Creation/Expansion of Food Processing/Preservation Capacities (Unit Scheme)
4. Infrastructure for Agro-Processing Clusters
5. Creation of Backward and Forward Linkages
6. Operation Greens
7. Formalisation of Micro Food Processing Enterprises
8. Hazard Analysis Critical Control Point (HACCP)
9. Food Safety and Quality Assurance Infrastructure (FSSAI)
10. Human Resources and Institutions (i.e. Research & Development, Promotional Activities, Skill Development and Strengthening of Institutions)
11. Food Testing Laboratories (FTL)
12. TUS
13. Abattoir

Annexure "B"

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated: <Date>

TO WHOMSOEVER IT MAT CONCERN

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

(i)

(ii)

2. <He/She> has shown special flair for _____ and <his/her> performance in preparation of the report has been rate as _____.

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

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

(Signature)

Under Secretary to the Government of India

Annexure "C"

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION

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

Dated: <Date>

Subject: - No Objection Certificate for Ministry of Food Processing Industries Internship Programme.

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

The <Institution/College> has no objection for doing the Internship programme at Ministry of Food Processing Industries 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 by the <College/Institution> has been found good/satisfactory/unsatisfactory.

(Signature and Seal)