

F.No.A-66013/11/2018-TB
Government of India
Ministry of Health & Family Welfare
(Central TB Division)

Nirman Bhawan, New Delhi-110011
Dated: 28.11.2019

OFFICE MEMORANDUM

Subject: Central TB Division Internship Programme

TB is one of the key priority activities of the Ministry of Health & Family Welfare, Gov. Hon'ble Prime Minister has called for an action to achieve targets for TB under the SDG by 2025 in the country, five years ahead of the global timelines. Revised National TB Control Programme, implemented since 1997, has expanded its operations with implementation of the National Strategic plan to achieve the targets within the stipulated timelines.

To take the response more formidable in years to come, it is important to build capacity of the public health professionals to prepare them as a future force to deal with the diseases like TB. It is proposed to being an Internship programme at the Central TB Division for young students pursuing post graduate, M. Phil and PhD courses who wish to work in the field of public health programmes. The internship programme envisages an opportunity for young students to get familiar and understand the various dimension of policy making and implementation of RNTCP. It will be mutually beneficial for the organization as well as students to have a structured internship programme under the aegis of CTD, MoHFW. The internship programme would provide an excellent opportunity for budding scholars to familiarize themselves with the process of formulation of health policy and its implementation by the Government of India, with specific reference to RNTCP.

CTD proposes to offer short-term internships to students pursuing post graduate, M.Phil and PHD courses in disciplines like Preventive & Social Medicine, Public Health, Health Management, Statistics, Social Sciences (the list is only illustrative and not exhaustive), from a recognized and reputed University. The list of programmatic courses applicable for the internship at CTD is placed at **Annexure II**.

It may be noted that the internship programme is neither a job / an employment nor any such assurance for a job in CTD or any other Ministry/ Department in Government of India. The final decision to engage any candidate in the internship programme shall rest with CTD.

This issues with the approval of JS (RNTCP)


(Dr. Ravinder Kumar)
Specialist (TB)

Process of Engagement

Any prospective candidate can apply to CTD in the prescribed format duly recommended/ authenticated by the educational institution (Dean/ Principal/Programme Director). The candidate can directly access the CTD website & download the form. Detailed process would be available on the website and updated from time to time. Prospective interns shall apply on a prescribed format online or through physical communication expressing their interest in the programme during the phase of opening of enrolment along with copies of necessary documents.

Short listing and approval of candidature based on eligibility criteria would be done within two weeks of receipt of application and successful candidates shall be intimated by email/ speed post. As the internship positions are limited in number, only the selected candidates would be allowed the internship.

Interns shall be expected to report to CTD, submit their joining report and work under close supervision of the concerned Head of Division (HOD). The areas available for internship at CTD are listed at **Annexure III**.

Interns would be required to observe the functioning of the divisions, participate in activities as well as conduct data analysis & research, write reports, undertake field visit, or carry out any other task entrusted to them by the HOD.

Salient features of Internship Programme

Enrolment: Enrolment for internship shall be kept open throughout the year and offered based on the requirement of the different Programmes.

Remuneration: Each intern will be entitled to a stipend at the rate of Rs. 8,000 per month payable on successful completion of Internship and submission and acceptance of their Internship reports by their respective Reporting Officer in CTD. No other expenses like travel costs etc. will be admissible and no claims would be entertained.

Payment shall be made from domestic budget grants of CTD under appropriate Head. Stipend will be paid at the completion of the internship upon satisfactory performance certified by the HoD. Students who discontinue the internship mid-way would not be paid any remuneration by CTD.

Stay/Accommodation: Interns coming from outside Delhi / New Delhi have to make their own arrangements for stay/ accommodation at their own expenses.

Placement for internship: The Interns will be placed in selected programme division within CTD or rotated through different divisions based on the pre-requisites of the study programme.

Eligibility Criteria for Applying

Criteria for candidates applying to internship programme are provided below:

- 1) Candidates enrolled in regular Post Graduation course under a recognized university
- 2) M.Phil., PhD, MPH, M.Sc., M.Tech, MBA

Candidates must have the approval of their Dean/ Principal/ Programme Director to apply for the internship. Prescribed format is placed at Annexure IV.

The following documents must be submitted at the time of joining:

1. Photographs (two)
2. Photo-identity (Voter ID/ PAN/ Aadhaar/ Passport)
3. Approval letter from the Dean/ Principal of College/ University
4. Students from abroad must have valid travel documents / visa and approval letter from their Institutes

Preference will be given to applicants having an excellent academic track record and to research scholars; and candidates bringing project work relevant to CTD's activities, priorities and vision.

Duration of Internship

The internships would be for a minimum duration of 2 months and maximum duration of 6 months, as per pre-requisites of the study programme.

There shall be no bar for candidates to apply for a second internship with CTD. However, a candidate can apply for internship only once during a financial year. Candidates whose internship was terminated or those who discontinued before completing the set duration would not be considered for future batches.

Support to be provided

An intern would be required to work from within CTD's office and undertake/ participate in various activities. Daily attendance will be mandatory to obtain necessary certificate. Necessary office logistical support will be provided to on-site interns taking into account their functional requirements like work space, seating arrangement, stationery, access to photocopiers/ printers. Laptops and internet connectivity will have to be arranged by the candidates themselves.

Deliverables and Rules of Engagement

Follow the standard schedule of activities. Perform work assigned by the Reporting Officer. The concerned Head/Supervisor/ Reporting Officer shall be responsible for ensuring that the work and output agreed upon with the Intern is satisfactorily completed. Interns will be required to submit a brief internship report at the end of the internship to the Heads of the concerned Programme Division.

Certificate of internship, Stipend and Certificates will be issued on satisfactory completion of their internships and on submission and acceptance of the Reports. Students who discontinue the internship would not be awarded any certificate by CTD.

The attendance record and details of work supervision shall be maintained by the concerned Programme Division. The conduct of the interns and their access to data shall be the sole responsibility of the Heads of the concerned Programme Division.

All incumbents shall undertake to maintaining confidentiality with respect to CTD data and its sharing beyond the officers of CTD. Interns can claim no right to be included as an author in a CTD publication and no interns shall attempt to independently publish reports or articles using CTD data.

Internship programme and feedback

The internship programme includes attachment with one of the Divisions in the Ministry. In addition, the internship programme at CTD Headquarters shall include: (i) A briefing session with Administration Division on the structure and functioning of CTD; (ii) Visit to local facilities under RNTCP; (iii) Attaching with concerned programme division; (iv) Briefing session with other programme components under CTD etc.

A joining report will be submitted to HR Consultant upon joining CTD. Date of joining and period of internship will be as agreed upon at the time of enrolment, and no change beyond one week of agreed date would be admissible.

The interns shall submit a report on completion of their internship to the Head of Division. The intern may also submit his/her views and feedback on the internship programme to the concerned Head of Division/. All certificates will be issued by HR based on the recommendation of the Head of Division.

Mode of Application

At CTD Headquarters, the applications may be sent to the office of DDG by registered/speed post or email communication, at the following address:

DDG TB
522-C, Nirman Bhawan,
New Delhi

Email: ddgtb@rntcp.org

An advance copy of the application along with Covering letter and attachments may be sent by e-mail to vatsn@rntcp.org.

Applications duly filled in and complete in all respect with required documents should reach at least one month before the commencement of the internship.

Intern must clearly indicate the area of interest in the order of preference.

A candidate can apply for internship only once during a financial year.

Check List

The application for internship at Headquarters must include the following:

- Duly filled in Application Form.
- Write-up not exceeding 500 words on how the student's academic pursuit as well as the Central TB Division will benefit from this Internship. Applications that do not have the said write-up will not be accepted.
- Copy of at least three documentary proofs of identity which should include copy of passport and Aadhar card/Voter ID/PAN Card in case of Indian nationals and passport, OCI card and National Identity Card in case of OCI card holders.
- Curriculum Vitae.
- Introduction letter from the Head of Institution on the official stationery where the applicant studied/studying.

- No objection certificate from University/Institution in case the internship is to be pursued in parallel with an ongoing course.
- Self-attested certificates and transcripts for all the accomplishments mentioned in the Application Form (educational qualifications, current courses being pursued and projects).

Selection Procedure

All applications will be scrutinized in the Ministry by an Internship Committee and intimation will be sent to selected candidates. The Internship Committee may conduct a personal interaction/ interview either through face to face interview or electronic media (phone, skype, etc.) with the applicant and also verify original documents. The decision of the Internship Committee shall be final and binding and no queries shall be entertained after the completion of the selection process. Applicants are advised to apply at least one month before the intended date of start of the internship.

Number of interns

Number of interns can vary depending on the applications and requirement of CTD. Not more than 10 interns will be engaged by CTD at a given point in time.

Termination of internship

CTD may terminate engagement of intern at any point without giving any reason whatsoever, as CTD deems fit. CTD's decision shall be final in this regard. Intern can choose to leave the programme, if she/he so desires, giving prior notice of two week to the Ministry. He will not be entitled to any stipend or certificate in such a case.

Strict maintenance of Discipline and adherence to Government Rules

Indiscipline and insubordination will be dealt with severely. All rules of CTD should be strictly followed by the interns.

CTD believes in rich diversity—in race, gender, age, cultures and beliefs—and we support this diversity through all of our employment practices. All applicants and employees who are drawn to serve the organisation will enjoy equality of opportunity and fair treatment without regard to race, colour, age, religion, marital status, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin.

Annexure II

Programme courses applicable for Internship

- Preventive & Social Medicine
- Public Health
- Health Management
- Statistics
- Social Sciences
- Social Work
- MBA
- MBBS
- Law
- Pharmacy
- Nursing

- Laboratory Technology
- Information Technology (e.g. B.Tech)/ Computer Science/ Electronics
- Project/Programme Management
- Mass Communication
- Procurement & Supply chain Logistics
- Any other areas as approved by the Competent Authority

(This list is only illustrative and not exhaustive)

Annexure III

Domains/ Areas available for Internship

- Private Sector Engagement
- Research & Data Analysis
- Surveillance
- Monitoring & Evaluation
- Diagnosis and Treatment for TB patients
- Drug Resistant TB management
- TB in special population (PLHIV, Pediatric TB, Extra pulmonary TB)
- IEC (Communication, Mass Media, Mid Media, Interpersonal)
- Community mobilization and empowerment
- Inter-sectoral coordination
- Lab Services/ Quality Management
- Legal measures
- Administration including procurement and HR
- Finance and Accounts
- Information Technology

Annexure IV

APPLICATION FOR INTERNSHIP WITH CENTRAL TB DIVISION

- 1 Name
- 2 Date of Birth
- 3 Gender (Male / Female/ Other)
- 4 Permanent Address
- 5 Current Address
- 6 E-Mail Address
- 7 Tel. No.
- 8 Educational Qualifications (+2 onwards)
Name of the Course School/College/Board/City Year----- Subjects -----
Percentage of Marks-----
9. Whether pursuing/completed course in
- 10 Knowledge of Statistical Software (please specify)
- 11 Is Public Health part of the course being pursued?
- 12 Internship/Work Experience, if any
- 13 Areas of interest
- 14 Awards/Achievements/papers presented/Published
- 15 Details of extracurricular activities
- 16 Proposed topic(s) on which Internship is proposed. Please attach synopsis.

Note: Synopsis on the proposed Topic of Research is mandatory. Applications Submitted without synopsis will be summarily rejected. Upto three choices may be indicated

- 17 Specify single calendar month or months for which applicant intend to do Internship
- 18 Any other additional relevant Information (attach extra sheet if required)
- 19 Write up on how the student's academic pursuit as well as the RNTCP will benefit from this Internship (not exceeding 500 words). Student may attach the write-up separately.

I have carefully read the CTD Internship Guidelines and hereby undertake to abide by them and understand that if at any stage if found to be ineligible or commit misconduct, my candidature will be cancelled forthwith.

Place

Date:

(Signature of the Applicant)

CERTIFICATION AND RECOMMENDATION BY INSTITUTION

Certified that Ms./Mr. _____ is pursuing _____ course and presently in _____ year/ semester in the Institute/College/University. She / He is eligible for internship in CTD as he/ she has fulfilled the eligibility criteria prescribed by the CTD. She / He has also attached the synopsis on her/his proposed topic of research during internship. Hence, She /He is recommended for internship at CTD.

Place:

Date:

Signature with Name, Designation, Office Address & Office Seal