

Government of Chhattisgarh
Urban Administration & Development Department

"Shahar- Sandhan Scheme"
Engagement of Interns in ULBs & Implementation Under
Constitution and professionalization of municipal cadre.
GUIDELINES, 2016

1. Purpose:

The State Urban Development Agency (SUDA) is state level nodal agency of Government of Chhattisgarh for various central and state sponsored schemes with mandate of sustainable and planned growth of cities and towns with adequate infrastructure, amenities and services provided to the citizens through the Urban Local Bodies (ULBs) . SUDA is involved in ensuring proficient management & delivery of citizen and civic services like provision of affordable housing, safe drinking water, sanitation including solid waste management, storm water drainage, sewerage, roads, public transport; and creation of livelihood opportunities by accelerating economic growth of cities/towns and building capacity of the all the stake holders of urban development sector.

Department has decided to initiate a Scheme for engagement of interns in Department and ULBs from April 1,2016, consistent and linked with the State Annual Action Plan prepared under the Atal Mission for Urban Rejuvenation and Transformation (AMRUT). This scheme seeks to engage Indian nationals who are pursuing graduation/post-graduation or research courses in reputed Universities/ Institutions within India as "Interns". For the larger benefit of the student community and with a view to enriching the management/implementation of its various schemes/programmes, Department has decided to notify these "Shahar-Sandhan Scheme Guidelines 2016" to provide a framework for engagement of Interns on short term basis.

2. Objectives and Guiding Principles:

- I. The objective of the scheme is to allow young talents from the reputed institutions to be associated with the Departmental work for mutual benefits:
 - The "Interns" shall benefit by getting an exposure to the Government functioning and the issues in Urban sector and contribute to the policy formulation by generating inputs such as empirical analysis, briefing reports, policy papers etc. Further, this scheme aims at encouraging active participation of interns in the learning process through experimentation and putting into practice the acquired academic knowledge under the guidance of a qualified and experienced Supervisor/Mentor.
 - Department may benefit from the additional resources in the form of young talents with fresh perspectives and their outputs which shall add to its policy formulation base.
- II. The scheme shall be guided by the following principles:
 - ensuring resume-building tasks are assigned to the intern

- ensuring do-ability of the assigned tasks within the timeframe
- ensuring frontline experience to the interns; and
- ensuring continuous guidance and feedback to the intern

3. Definitions:

Unless the context requires otherwise, the following words shall have the meaning attributed to them in these guidelines:-

- 1) "**Department**" means The Department of Urban Administration and Development Department through its State level Nodal agency i.e. State Urban Development Agency (SUDA), Chhattisgarh
- 2) "**Competent Authority**" means the Chief Executive Officer, SUDA, Chhattisgarh
- 3) "**Empanelled Institution**" means any Academic Institution, which has been empanelled by SUDA for nominating candidates under this Scheme.
- 4) "**Allotted Organization**" means, organisation (Urban Local Bodies, Parastatals and Department) where intern has been allotted to work during the Internship.

4. Eligibility:

- I. Indian students pursuing Graduation/Post Graduation/Research Courses in the Universities/ Institutions duly empanelled by the Department and specializing in areas related to Engineering, Management, Finance, Town Planning, Environmental Engineering, Other Social Sciences, Social work etc. shall be eligible for consideration as Interns

Notes:

- 1) The Department shall prepare and notify a list of empanelled Universities/Institutions depending upon the willingness of the Universities/institutions and/or requirements of the Department. The list shall be updated by the Department as and when required. The initial list of empanelled institutions shall be as per Annexure- I.
 - 2) First year Bachelors' Degree students and those who have completed final year of their graduation (or awaiting final year results) shall not be eligible for Internship. Further, it may be noted that those who have completed final year (or awaiting results) of their post-graduation shall not be eligible for Internship.
- II. The eligibility criteria may be relaxed in deserving cases based on need of the Department on prior approval of Competent Authority.

5. Application Procedure:

- 1) The Department shall notify in the month of January/February every year,
 - a) the total no. of Internship slots available for the financial year;
 - b) distribution of slots across different organisations (Department, ULBs and parastatals);
 - c) the type of projects/ assignments available in these organisations. The competent Authority shall have the discretion to increase or decrease the quantum of slots as and when required, depending on the requirement in various schemes under various sections/directorates/organizations of the Department.

The Department of Education is committed to ensuring that all students have access to quality education and training opportunities. This document outlines the process for reviewing and approving applications for various programs and services.

3. Objectives

1. To ensure that all applications are reviewed in a timely and consistent manner.
2. To provide clear guidelines for applicants regarding the requirements for each program.
3. To ensure that all approved programs meet the standards set by the Department of Education.
4. To provide a fair and equitable process for all applicants.

4. Eligibility

Applicants must be individuals or organizations who are currently providing or planning to provide educational services to students in the State of California. Applicants must also be licensed by the State Board of Education.

Notes:

1. The Department will accept applications for review on a rolling basis. Applications will be reviewed on a first-come, first-served basis.
2. The Department will not accept applications for review if the applicant is currently under a suspension or revocation of their license.
3. The Department will not accept applications for review if the applicant is currently under a probationary period.
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At the time of application, applicants should provide a detailed description of the program, including the curriculum, instructional materials, and assessment methods. Applicants should also provide evidence of their qualifications to provide educational services to students in the State of California.

