ITDA Intern Policy
Government Of Uttarakhand
2017-2019
The Intern Policy of ITDA Government of Uttarakhand, seeks to engage students pursuing Undergraduate/Graduate Degrees enrolled in recognized University/Institution (Government & Private) within Uttarakhand India, as "Interns".

The Scheme

The Scheme is called as ITDA Intern Scheme - Government of Uttarakhand.

Purpose

To allow short term exposure of "Selected Candidates" with the different In-house activities of ITDA/Government Departments, Government of Uttarakhand as 'Interns'.

Objectives

- The "Interns" shall be given exposure to various IT/e-Governance initiatives within the scope of ITDA, Government of Uttarakhand and would be expected to supplement the process of IT Facilitating/Solutioning/Analysis/IT Reporting & Consulting within ITDA Uttarakhand.
- To allow young academic talent to be associated with the ITDA, Government of, Uttarakhand work for mutual benefit.
- The "Interns" shall have an opportunity to know about the Government functioning and technology adoption/implementation issues.
- The Internship can equip them with the on-the-job training of business analysis that would include learning to diagnose problems and work towards solving them. It will allow them to understand on how to prioritize tasks and work independently.
- As an intern, he or she would gain essential knowledge and experience in understanding various technologies & software programs.
- The Intern would get an opportunity to improve his business communication skills both in written and spoken areas.
- The "Interns" would get exposure to the functioning of the Indian Government may be an add-on in furthering their future interests.

Remuneration:
The Internship will be on unpaid basis.

Internship

- **Periodicity:** Internship shall be available throughout the year based on the requirements of ITDA Government of Uttarakhand.

- **Eligibility:** The following category of applicants are eligible to apply for the internship. The applicant should be pursuing Under Graduation/Graduation in BCA/BCS/MCA/MCA/BE/BTech Computer Engineering/Science, Information Technology from any recognized University/Institution (Government/Pvt.) within Uttarakhand, India.

- **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.

  1. **Experience Certificate:** A certificate regarding successful completion of Internship shall be
issued by the Director ITDA on the recommendation of the ITDA Internship Project Coordinator/Project Incharge/Project Head in the enclosed format as Annexure ‘B’.

2. Intern Job Description during the course of his internship is enclosed as Annexure ‘A’.

**ITDA Internship Advisory Committee:**

ITDA Advisory Committee would comprise of:
- a) Director
- b) Additional Director
- b) Any one of the Project Coordinators Or Project head/Project Incharge/Project Lead
- c) Head SeMT- External Advisor (optional)

**Logistics & Support:**

3. Interns will be required to have their own laptops with minimum of valid softwares (Antivirus, MS Office, PDF reader, winzip) installed.

4. ITDA Uttarakhand, shall provide them working space, internet facility and other necessities as deemed fit by the concerned Heads.

**Procedure for Applicants:**

5. The Intern Applying should be referred by the respective college/university HOD and approved by the Principal of the Institution (with seal and stamp).

6. He should attach the reference & approval letter (as mentioned above) while applying along with his resume.

7. The referral letter should describe:
   - The compelling reasons for the applicants Internship request.
   - It should describe about his academic achievements, social activities, strength areas in the IT field and activities that describe him good in communication skills & over all attitude.

8. Interested applicants may apply online on "itda.uk1@gmail.com":
   - Addressed "To Director, ITDA Uttarakhand",
   - Subject line: "Intern-Application-dd-mm-yyyy to dd-mm-yyyy"
During 1st to 10th of every month for internship likely to commence from the following month.

9. Interns must also clearly indicate the 2-3 area of interests in the IT field.

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

11. At the time of joining on selection, applicants shall be required to produce a letter from their Head of Department/Principal, indicating their status in the Institution and "No Objection" for allowing their student to undergo Internship program for the period for which he or she is selected.
**Procedure for Selection & Other Modalities of the Scheme:**

- ITDA, Government Of Uttarakhand will take a Maximum of 6-10 Interns for internship at a time.
- A maximum of 1-2 Interns will/can be taken from a single Institution/College a time.
- All the applications received online will be forwarded to the Advisory committee with ITDA, for further scrutiny and selection.
- The Advisory committee would scrutinize/analyze the applicants referral/recommendation letters sent by their Institutions and match it with the internal demand/requirements at that point time.
- The selected applicants will receive the offer of Internship from the ITDA, Government of Uttarakhand, by 17th of a given month.
- The decision of the selection unit/team with ITDA regarding the suitability of a candidate as Intern shall be final and binding. ITDA, Government Uttarakhand reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide on the mode of screening thereof.
- The ITDA Project coordinator/Project Incharge/Project Head, shall be personally responsible for ensuring that the work allocations, deliverables, prioritizations & time lines mutually agreed upon with the Intern is satisfactorily complete.
- The Interns shall be required to submit a brief report on their learning’s & task completed at the end of their assignment to the respective Project Co-ordinator/Project Incharge/Project Head, as decided at that point of time.
- The attendance record and the details of the work supervision shall be maintained and monitored by the Project coordinator/Project Incharge/Project Head.
- On joining the Intern would be required to sign a "Non-Disclosure Agreement" (NDA) as provided by ITDA, Government of India.

**Desired Qualifications**

- Studying his/her "Under Graduation"/"Graduation" in Computer Science, Information Technology, Network Systems, Computer Engineering, or related IT discipline.
- Some past Leadership Experience (Desirable)
- Community and/or campus involvement (Desirable)
- Indian Citizen, Uttarakhand Resident
- Willing to work in Dehradun, IT Park Shahastradhara Road.

**Annexure A - Intern Job Description**

- Assist staff in performing system backup and maintenance functions.
• Assist in installation of PC hardware and software.
• Assist in network and hardware/software troubleshooting.
• Assist in performing preventative maintenance and upgrades on servers.
• Assist Network/systems Engineer with current projects.
• Assist in analysis required for projects & in research for solutions required.
• Assist in updating user and technical documentation.
• Assist in developing sample wireframes
• Assist in developing Gnatt Chart
• Assist in developing HTML/CSS data entry forms
• Assist in developing excel & macro based sheets
• Assist in preparing mail responses/internal documentation work.
• Assist in the maintenance and performance tuning of application databases if required.
• Create and publish interactive reports.
• Assist in managing, maintaining, developing, designing and updating the websites/webportals.
• Assist with the Web Content Management System for our public website.
• Gain substantial knowledge into (our industry/field/product or service)
• Strong technical skills including understanding of software development principles
• Ability to quickly adapt to a changing environment
• Ability to quickly learn new concepts and software is necessary
• Candidate should be a self-motivated, independent, detail oriented, responsible team-player
• Strong communication skills, both written and oral
• Strong Analytical and Problem Solving Skills
• Excellent teamwork and interpersonal skills
• Ability to handle multiple clients and multiple team members with confidence
• Ability to multi-task and support multiple priorities

ANNEXURE "B"

Format Of Completion Certificate (To be given on Letter Head)
Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Mr./Ms> __________________________ a student of <College Name/Institution Name>, University of ______________, has successfully completed <His/Her> Internship with ITDA Government of Uttarakhand, India from ______________ to ______________ during the period of Internship he/she worked under ITDA Projects in the following areas:

1. 
2. 
3. 
4. 

During the period of is Internship He/She has been punctual, hardworking, committed and His/Her performance during this period has been overall good/excellent.

I wish Him/Her every success in His/Her career and life.

(Signature)

<ITDA Project Incharge>

(Signature)

<ITDA Director>