

**Guidelines for Internship Scheme in
Directorate of Plant Protection Quarantine & Storage,
Department of Agriculture & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare.**

Department of Agriculture & Farmers Welfare (DA&FW) propose to commence an Internship Scheme. This Scheme seeks to engage students pursuing Undergraduate/ Graduate/ Post Graduate Degree or are Research Scholars enrolled in recognized University/Institution within India, as 'Interns'. These 'interns' shall be given exposure to various Verticals / Divisions/ Schemes/ Units within the Department and would be expected to supplement the process of analysis within it through empirical collection and collation of in-house and other information. For the 'Interns' the exposure to the functioning of the Indian Government may be an add-on in furthering their future interests.

2. The internship will be on unpaid basis.

3. **The Scheme**

3.1 **Name of the Scheme:** The DPPQ&S Internship Scheme.

3.2 **Purpose:** To allow short term exposure of 'selected candidates' with the different Verticals/ Division/ Schemes/ Unit of Directorate of Plant Protection, Quarantine & Storage, Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India as 'interns'. A list of domains/ areas for which internship is invited is enclosed as **Annexure 'A'**.

3.3 **Objectives of the Scheme:** The Scheme has the following stated objectives.

a. To allow young academic talent to be associated with the DA&FW work for mutual benefit.

b. The 'interns' shall have an opportunity to know about the Government functioning and Developmental Policy issues in Government of India and contribute to the Policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers etc.

3.4 **Internship:**

(i) Internship shall be available throughout the year based on the requirement of Department.

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

| Subject/ Stream | Essential Qualification |
|----------------------------|---|
| Entomology | Applicant having M.Sc.* degree in Agriculture with specialization in Entomology or Nematology or M.Sc.* degree in Entomology or Nematology or M.Sc.* degree in Zoology with specialization in Entomology or Nematology from a recognised University or institution. |

| | |
|-----------------|---|
| Plant Pathology | Applicant having M.Sc.* degree in Agriculture with specialization in Plant Pathology or M.Sc.* Degree in Plant Pathology or M.Sc.* degree in Botany with specialisation in Plant Pathology from a recognised University or institution. |
| Weed Science | Applicant having M.Sc.* in Agriculture (Agronomy) with specialization in Weed Science or M.Sc.* degree in Botany with Weed Science as a subject from a recognised University or institution. |
| Chemistry | Applicant having M.Sc.* Degree in Agricultural Chemistry or M.Sc. Degree in Chemistry with specialization in Organic or Analytical Chemistry, from a recognised University or institution. |
| Toxicology | Applicant having Master's Degree* in Veterinary Pharmacology/ Veterinary Pathology / Animal Biotechnology and Veterinary physiology from recognized University / Institution. |
| Animal House | Applicant having M.V.Sc.* or M.Sc.* with Zoology from a recognised University/Institute or equivalent. |
| X-ray | Applicant having Bachelor's Degree# in Medical Radiation Technology or Medical Imaging Technology from recognised University or Institution or B.Sc.# Degree in any Discipline and have a Diploma in Radiology or Imaging Technology from recognized institute. |

* or completed 1st year of M.Sc. and appearing in 2nd year of M.Sc.

or completed 2nd year of Bachelor Degree and appearing in 3rd year of bachelor degree.

- a. The students who have appeared in the final exam or just completed PG and walking for admission for higher studies may also be considered for internship provided that-
 - They have secured 70% or more cumulative marks in all the years/ semesters of their graduation/ post-graduation till the date of application.
 - The period between the month of declaration of result of final exam and the desired month of internship should not be exceed six month 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 last six weeks but not exceeding six 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 Scheme In-charge of the concerned Scheme in the enclosed format at **Annexure 'B'**.

3.5 **Logistic & Support:** Interns will be required to have their own laptops. DPPQS shall provide them working space, internet facilities and other necessities as deemed fit by the concerned Heads.

3.6 **Procedure and Conditions for Applications:**

- i. Application will be invited through the online mode in the month of January, April, July, and October every year. Interested applicants may apply **online only** through e-mail at intern-dppqs@gov.in in the prescribe proforma (as **Annexure-D**) till the online system of receiving application made available on the DPPQS website - <https://www.ppqg.gov.in>. Application can be submitted six months in advance but not later than 2 months before the quarter in the internship is to be started. For example, if any applicant wants to join internship programme which is commencing on any date in the quarter beginning with April-2025 then he/she can apply in the month of October- 2024 and January, 2025.
- ii. Applicants must also clearly indicate the area of interest (upto three in order of priority as per Annexure 'A').
- iii. Applicants must also indicate the period of his/her availability for the internship.
- iv. A candidate can apply for internship only once during a financial year.
- v. The applicants who do not fulfill the eligibility conditions, their application shall be rejected.
- vi. 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 will be put up to a Committee for further scrutiny and selection of eligible candidates as per these guidelines.
- (ii) Selection of candidates will be completed by the end of the next month. For example, all applications received in the month of July, 2024 will be considered in the month of August, 2024 and results published by the end of August, 2024. This will be irrespective of the quarter in which internship is proposed to start.
- (iii) The units i.e. lowest part of the organization 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 Plant Protection Advisor, DPPQ&S. The decision of the Committee regarding the suitability of a candidate as terms shall be final and binding.

- (iv) The selected candidates may be asked to submit the soft copy of their NOC from their Head of Department/Principal by giving sufficient time before issuance of the offer letter by the Regional In-charge. 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 call during the period of internship. The Station In-charge 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 candidate of the candidate will be cancelled by the Department.
- (v) The Department will upload the list of selected candidate on Department's website <https://www.ppqgs.gov.in>.
- (vi) Depending upon the number of applications received against a particular domain area, the Department reserves the right to fix up the eligibility criteria, limit the number of applications to be called for a particular period and to decide about the mode of screening thereof.
- (vii) The concerned Scheme In-charge and Regional In-charge shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the intern is satisfactory completed. Interns shall be required to submit the brief report/paper at the end of their assignment to the concerned Scheme In-charge about their learning experience.

3.8 **Attendance:** While doing internship in the Department, the candidate should have a minimum 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 Head of the Verticals/ Division/ Schemes/ Units.

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 Station In-charge only. The interns are required to maintain confidentiality while carrying out the duties.

3.10 **Scheme Review:** Plant Protection Advisor, DPPQ&S reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of the Department.

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

4. This issues with the approval of Plant Protection Advisor, DPPQ&S.

Domains

- a. Pest Risk Analysis (PRA).
- b. Plant Quarantine Inspection and Supervision of Fumigation Treatment.
- c. Plant Quarantine Laboratory Investigation.
- d. Survey and Surveillance.
- e. Rearing of Bio-control Agents and Mass Production of Bio-pesticides.
- f. Monitoring and Control of the Desert Locust.
- g. Scrutinize of Application for Registration as per Insecticide Act, 1968.
- h. Packaging and Processing.
- i. Analysis of Chemical Pesticides.
- j. Analysis of Bio-Pesticides.
- k. Data processing / Statistical analysis.

Stream:

1. Plant Pathology
2. Entomology
3. Weed Science
4. Chemistry
5. Toxicology
6. Animal House
7. X-ray

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on letter Head)

Dated

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri/Ms. _____ a student of <University / Institutions> has successfully completed his/her internship with the Department of Agriculture and Farmers Welfare, Ministry of Agriculture & Farmers Welfare, 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 rated as _____.

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

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

(Signature)

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE / INSTITUTION

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

Dated _____

Subject: No Objection Certificate for DA&FW Internship Programme.

It is certified that Shri/ Ms. _____ is a bonafide student of _____ College ID No. _____ of Semester/ Year _____ of _____ of this Institution / College.

The Institution / College has no objection for doing the Internship programme at DPPQS for the period from _____ to _____. It is also certified that he/she is not registered for any course requiring his/her attendance in the call during the said period.

The conduct of the student as recorded by the College / Institutions has been found good/ satisfactory/ unsatisfactory.

(Signature and Seal)

Annexure-D

**APPLICATION FOR INTERNSHIP WITH DIRECTORATE OF PLANT
PROTECTION, QUARANTINE AND STORAGE, FARIDABAD.**

| | | |
|---|----------------------------|--|
| 1 | Name of applicant | |
| 2 | Date of Birth | |
| 3 | Gender (Male/Female) | |
| 4 | Mother's / Father's Name | |
| 5 | Permanent Address | |
| 6 | Current Address | |
| 7 | e-mail Address | |
| 8 | Telephone No. / Mobile No. | |

9. Educational Qualifications (*10th class onwards*)

| S. No. | Name of Institute / Board / University | Examination passed | Year of passing | Marks obtained (percentage/ CGPA) | Subject |
|--------|--|--------------------|-----------------|-----------------------------------|---------|
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10. Period suitable for Internship :
[Specify specific Batch for which applicant intend to apply for internship (January batch, , April batch, July batch and October batch)]

11. Areas of interest (mention at least three):
(Indicate eligible Domain/Area listed at Annexure 'A')

12. Any other additional relevant :
Information
(Attach extra sheet if required)

13. DECLARATION:

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / engagement shall be liable to cancellation/termination without notice or any compensation in lieu thereof. I agree to the terms and conditions of DPPQ&S Internship programme.

Place:

Date:

Signature of the application

Name of the applicant