

**Ref No: N/351/2024-DIC**

**DIGITAL INDIA BHASHINI DIVISION (DIBD)**

**A DIVISION UNDER DIGITAL INDIA CORPORATION (DIC)**

**MINISTRY OF ELECTRONICS & INFORMATION TECHNOLOGY(MeitY)**

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India  
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**INTERNSHIP GUIDELINES**

## Table of Contents

1. PURPOSE .....	3
2. DEFINITIONS .....	4
3. ELIGIBILITY .....	4
4. INTERN INTEREST AREAS .....	5
5. DURATION OF INTERNSHIP .....	5
6. HOW TO APPLY .....	5
7. SELECTION .....	5
8. CODE OF CONDUCT .....	5
9. PLACEMENT .....	6
10. FACILITIES PROVIDED .....	6
11. SUBMISSION OF REPORT/PAPER .....	7
12. STIPEND .....	7
13. TERMINATION .....	7
14. POWER TO REMOVE DIFFICULTIES .....	8
15. ANNEXURE-A .....	9

**INTERNSHIP GUIDELINES, 2025**  
**DIGITAL INDIA BHASHINI DIVISION (DIBD)-DIC**  
**A DIVISION UNDER DIGITAL INDIA CORPORATION**  
**(A SECTION 8 COMPANY)**

**1. PURPOSE:**

The National Language Translation Mission has been named BHASHINI. The mission BHASHINI was launched by the Hon'ble PM during Digital India week in July 2022. Later it was decided by the Ministry of Electronics and Information Technology (MeitY), that the mission should be implemented by a newly formed Independent Business Division (IBD) under Digital India Corporation (DIC).

Mission BHASHINI's commitment extends to fostering a resilient content ecosystem that is bolstered by technological support specifically tailored for Indian languages. The platform aims to facilitate widespread access to open-source data and efficient translation tools, strategically positioned to address the needs of a vast and diverse population. With a vision "harness natural language technologies to enable a diverse ecosystem of contributors, partnering entities and citizens for the purpose of transcending language barriers, thereby ensuring digital inclusion and digital empowerment in an Atma Nirbhar Bharat" the BHASHINI platform is poised to serve as a digital public good, contributing significantly to linguistic accessibility and technological empowerment on a national scale.

The need for an Internship Scheme for DIBD has been felt for quite some time, which is beneficial to both DIBD and the intern. The Internship Scheme will ensure interaction of the officers of DIBD with the young scholars with brilliant academic background from reputed academic institutions in the country. The refreshing ideas from the field of academics will help DIBD in its activities even as it provides an excellent opportunity to the interns to familiarize themselves with the overall National Language Translation Mission.

An internship is a unique opportunity for a student to complete his/her academic studies with experiential learning in a professional setting. Students gain practical work experience related to their academic programme and real-world experience for those looking to explore and gain relevant knowledge and skills required to enter a particular career. It is a great opportunity for reciprocal learning; the ideas and experiences which interns bring with them adds value to the organization and strengthens the capacity of the team members. An intern in any organization learns at each step in various ways. Internship is relatively short term in nature.

The objective of an internship programme is to provide an opportunity to the students to

integrate classroom learning with practical experience by placing them in training positions under divisions broadly related to their curriculum. Also, the organization may assign short term projects to the interns as per the requirements of the organization, under close guidance of a Mentor/ Guide. For the larger benefit of the student community and with a view to enrich the management/implementation of its various schemes/programs, DIBD has decided to notify these “Internship Guidelines 2025”, to provide a framework for engagement of interns for a limited period.

## **2. DEFINITIONS:**

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

- (i) “Competent Authority” means the CEO-DIBD.
- (ii) “Sponsoring Institution” means the Academic Institution, in which the applicant is currently studying or has recently passed out.
- (iii) “Applicant on Internship” is a person, who wants to work for mutual benefit with DIBD, on a full-time basis with the sole purpose of enriching his/her knowledge in the area of expertise.
- (iv) “Area of Expertise” means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

## **3. ELIGIBILITY:**

(I) Indian students enrolled at recognized universities in India who have attained a minimum of 60% marks in their most recently completed degree, or who are currently pursuing a degree program and have completed at least two years of study:

a) For Technical domain:

B.S/B.E/B.Tech/M.E/M.Tech (Computer Science & Engineering (CSE)/ Computer Science (CS)/ IT/ Electronics & Communications (EC)/ Electronics/ Electrical or equivalent)

or

M.Sc. (CS/IT/ Electronics/ Electrical or related fields)

or

MCA or equivalent domain

b) For Legal domain Bachelors in LL.B.

c) For Finance/Accounts domain Bachelors in Commerce, Finance or equivalent.

d) For other non-technical domain-Any graduate, preferably with an MBA in relevant domain or equivalent.

Note:- Candidates from other domains can also be considered based on requirement on case to case basis.

(II) Possessing minimum qualifications as above shall not guarantee Internship in DIBD. Candidates having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

#### **4. INTERN INTEREST AREAS:**

The areas of interest for internship could be areas like Finance, Emerging Technologies(AI/ML frameworks/ Product development/ Application architecture/ Software development/Cloud services/UI/UX design/ MLOps/ DevOps/Data Analytics/Visualization, Cloud computing, OCR, speech recognition/ Enterprise IT support, etc.), Onboarding & Support, GIC & Hackathons, Awareness & Coordination/Social Media Marketing, Program Management, Legal, Product Management, Graphic Designer/ Video Editor, Human Resources, Admin or any other related area that's aligned with the vision and scope of DIBD.

#### **5. DURATION OF INTERNSHIP:**

The Internship Programme shall be conducted twice a year, with the specific duration to be decided by the Competent Authority. The programme will be organized in batches, and all relevant details including schedules, guidelines, and other necessary instructions will be shared with the selected interns at the time of commencement.

The minimum duration of internship shall be of two months, extendable up to three months, depending on the performance of the candidate, requirement of DIBD and time the intern is willing to spend with DIBD.

#### **6. HOW TO APPLY:**

- (i) Interested and eligible students are required to apply online within two weeks from the date of advertisement. Please note that only online applications will be accepted.
- (ii) These applications need to be sponsored/forwarded by the Institution where the applicant is currently enrolled in or has recently passed out.

**Note:**

- Direct inquiries with the BHASHINI team will not be entertained during the application process. Only shortlisted candidates will be contacted for the next selection stages.
- All communication to candidates will be sent only to the registered email ID and mobile number. Applicants must provide their own valid contact details and

ensure these remain active and accessible throughout the selection process. The organization shall not be held liable for any communication failure due to incorrect or non-functional contact information provided by the applicant.

## **7. SELECTION:**

- (i) The applications received on or before the last date will be scrutinized by a duly constituted Selection Committee. The Selection Committee would shortlist suitable candidates for interview on the basis of candidate's merit and DIBD's requirement.
- (ii) The Selection Committee may conduct Face to Face/ Virtual Interview, as necessary. No TA / DA shall be paid to candidates for attending the personal interview.

## **8. CODE OF CONDUCT:**

The Intern appointed by DIBD shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- (i) The Intern shall follow the rules and regulations, which are in general applicable to employees of DIBD.
- (ii) The Intern shall follow the confidentiality protocol of DIBD and shall not reveal to any person or organization confidential information relating to DIBD, its work and policies.
- (iii) The Intern shall not claim any intellectual property right, of work done at DIBD and has to strictly maintain the confidentiality of DIBD's intellectual property. Any violation/infringement will be viewed adversely against the intern as well as the institution to which he/she belongs and may invite appropriate action.
- (iv) The students and the Sponsoring Institution concerned shall have no claim whatsoever on the results of the project work. DIBD retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.
- (v) Interns may, with the prior permission of DIBD, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to DIBD cannot be revealed under any circumstances.
- (vi) Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of DIBD.
- (vii) Interns will follow the advice given to them by DIBD regarding representations to third parties.
- (viii) In general, an Intern may not interact with or represent DIBD vis- à-vis third parties. However, some Interns may specifically be authorized to interact with

third parties on behalf of DIBD depending on the nature of their roles and responsibilities.

- (ix) No Intern shall interact with or represent DIBD to the media (print and electronic).
- (x) Interns will conduct themselves professionally in their relationship with DIBD and the public in general.
- (xi) Interns are required to be present at the DIBD premises for 09:00 AM to 05:30 PM, unless otherwise permitted by the Supervisor/Mentor in writing.
- (xii) The Interns has to make his/her own accommodation arrangement during the internship.
- (xiii) In the event of unsatisfactory performance, the concerned intern may be advised by DIBD to discontinue the project work, before the completion of the term of internship.

**9. PLACEMENT:**

- (i) Every batch of interns or individual interns, as the case may be, will have a Mentor from DIBD.
- (ii) The internship is neither an employment nor an assurance of an employment with DIBD.

**10. FACILITIES PROVIDED:**

- (i) The interns will have to carry their own personal laptops or devices (the program embraces bring your own devices).
- (ii) The intern will be provided with the office workspace and wi-fi connection.

**11. SUBMISSION OF REPORT/PAPER:**

- (i) Work plans and work schedules shall be developed by Mentor and the Interns shall invariably adhere to the same.
- (ii) The interns will be required to submit a Report on the work undertaken at the end of the internship to DIBD.
- (iii) The project report prepared for the Sponsoring Institution in which the intern is enrolled and for DIBD is required to be identical in all respects.
- (iv) The students must furnish a “No-Demand Certificate” (Annexure-1) to DIBD in the prescribed format after completion of project work along with a soft copy and hard copy of the project report.
- (v) The certificate in the project report prescribed by the Sponsoring Institution, the cover page and all certificates in the project report should categorically reflect that the project work was executed at DIBD. The acknowledgment sheet in the project report should mention the name of the Mentor who has guided the Intern at DIBD.

**12. STIPEND (Case to Case basis and or as decided by the competent authority):**

- (i) Internship may be on a paid or unpaid model. In case of paid, a token stipend of Rs.20,000/- per month would be paid to an Intern, subject to satisfactory performance, duly certified by the Mentor.
- (ii) The stipend shall be paid after the satisfactory completion of Internship on submission of Report duly accepted by the competent Authority.

**13. TERMINATION:**

- (i) DIBD may disengage from the Intern if DIBD is of the view that the services of the Intern are no more required.
- (ii) DIBD may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- (iii) In the event the Intern decides to disengage from DIBD, a prior written notice of two weeks shall be required.
- (iv) In case of disengagement/termination the intern shall not be entitled to any stipend/Certificate.
- (v) Upon termination, the Intern must hand over to DIBD, any papers, equipment or other assets which might have been given to the Intern by the Department in course of his project work with the DIBD. This will include any badges or ID Cards which may have been issued to the Intern.
- (vi) If it comes to the notice of DIBD that the person whose services have been terminated by DIBD continues to act in a manner which gives an impression that he is still working for DIBD, DIBD shall be free to take appropriate legal action against such person.
- (vii) The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.

**14. POWER TO REMOVE DIFFICULTIES:**

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

**\*\*The Competent Authority reserves the right to modify or amend the provisions at any stage, without assigning any reason, as deemed appropriate. However, in exceptional cases, relaxation may be considered on a case-to-case basis, subject to prior approval of the Competent Authority.\*\***



## Annexure-I

File No: N/351/2024-DIC

### Digital India BHASHINI Division-DIC

A section 8 Company, Ministry of Electronics and Information Technology,

Government of India

Delhi Office: Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road,

New Delhi - 110003

Tel.: +91 (11) 24360199 / 24301756

Website: <https://bhashini.gov.in/>

With reference to the Internship under Digital India BHASHINI Division Scheme 2025 of Mr/Ms. \_\_\_\_\_ is requested to produce a “No-Dues Certificate” from the following Sections/Divisions of DIBD.

S.No	Division/Section/Unit	Remarks	Signature
1.	Admin Section (ID Cards/Email ID/Passwords etc.)		
2.	Accounts Section		
3.	Head of Department/Competent Authority (Any official assigned by Competent Authority)		
4.	Reporting Officer		
5.	HR Section		

(Signature)  
CEO-DIBD