

## **Internship Programme Regulations**

### **I. Application procedure**

#### **Eligibility requirements**

1. The 'Green Indian States Trust' (GIST) is a registered Non-Governmental Organisation (NGO) that encourages India's policy and opinion makers to ensure sustainable development for all in India. As a research organization, GIST is committed to addressing knowledge gaps in our understanding of the 'Green Economy' through qualitative and quantitative research and furthering dialogue with stakeholders at all levels of society.

GIST accepts interns provided the following conditions are met:

- Applicants have completed a Master's degree programme in a graduate school (second university degree or higher) at the time of application and are interested in acquiring some research and development experience in a development context; or
- Are pursuing research studies (PhD or Post-Doctoral) and have completed one or more year of full-time research at a university or equivalent institution.

#### **Internship periods**

2. There are two internship periods every year and the duration of each internship is minimum of 6 months and maximum 12 months. Even though the internship periods are defined, GIST will consider any suggestions for alternative or overlapping periods of internship from candidates owing to justified academic or personal reasons.

#### **Required documents**

3. Applicants who meet the eligibility requirements for an internship with GIST and who wish to be considered must submit the official GIST internship application form, which is available on our website. Applicants must also submit a copy of their most recent résumé or curriculum vitae and a short essay (150-250 words) setting out the reasons for which they are seeking an internship with GIST.

### **Submission of applications**

4. Applications are to be forwarded to the Executive Officer, preferably by email (internships@gistindia.org), as soon as possible but no later than 12 weeks prior to the desired internship period.
5. Applicants who are selected will be requested to sign the “Internship agreement for GIST”, and to provide a medical certificate stating that they are in good health.

## **II. Working Conditions**

6. The internship programme is normally on a full-time basis. Interns are expected to work six days a week, under the supervision and mentorship of a GIST staff member. During the internship session, interns will be provided with a desk, phone and computer access.
7. Supervisors are responsible for the content of the assignment of the intern, which should, where feasible, be explained fully to the intern prior to the commencement of the internship. Terms of reference describing the tasks and responsibilities of the internship assignment will be provided.
8. An orientation programme for all new interns will be offered by GIST at the beginning of each internship period. The Executive Officer will be available to assist supervisors and interns throughout the period, as needed.
9. Interns shall:
  - a. Observe all applicable rules, regulations, instructions, procedures and directives of GIST notwithstanding their status as gratis personnel and that they are not employees/staff members of GIST.
  - b. Provide GIST with a copy of all materials prepared by them during the internship. GIST shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of GIST, the interns shall assist in securing such property rights and transferring them in compliance with the requirements of the applicable law;
  - c. Respect the impartiality and independence required of GIST as a registered charity in India and shall not seek or accept instructions regarding the services performed under the internship agreement from any authority external to GIST;

- d. Unless otherwise authorized by the appropriate official in GIST, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with GIST , that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with GIST;
  - e. Refrain from any conduct that would adversely reflect on GIST and will not engage in any activity which is incompatible with the aims and objectives of GIST.
10. Costs and arrangements for travel, visas, accommodation, and living expenses are the responsibilities of interns or their sponsoring institutions. Interns do not receive a salary or emoluments from GIST, and hence prospective interns are encouraged to approach their academic institution or relevant endowments/foundations for financial support for the period of their internship. GIST will be happy to provide letters of support to accepted interns, as need be. In specially deserving cases (only interns without any funding support as above), GIST may offer a small stipend for the duration of the internship.
  11. GIST accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internship must show proof of valid medical insurance coverage and provide a medical certificate of good health.
  12. GIST is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

### **III. Evaluation**

13. At the end of the internship, the supervisor will prepare a written evaluation of the intern's performance and organize a meeting with him/her to provide constructive feedback.
14. On the successful completion of the internship, GIST will provide a certificate to the interns certifying the period of internship and the quality of their contributions while with GIST.