

**Government of India  
Department of Posts  
Dak Bhawan  
New Delhi – 110001**

**Guidelines for Harnessing Youth Power through Post Offices**

**(Mode : MYBharat Portal)**

**1. Introduction :**

The Department of Posts, with its vast network of 1.65 lakh Post Offices, is the largest postal network in the world and is in the business of providing mail, parcel, logistics, retail and financial services across the country. The Department intends to offer experiential learning through internships of up to 45 days in various disciplines to support India Post's initiatives.

**2. Aims / Objectives :**

(i) Harnessing youth power through Post Offices will support India Post's initiatives in the areas of Financial Inclusion, e-Commerce & Supply Chain Management, Logistics, Space Design etc.

(ii) Interaction with young scholars will provide new ideas and research support from the field of Academics. At the same time, it will provide an opportunity to young scholars to contribute to the sector and provide an insight into the working of the Government.

(iii) Youth engaged as interns in the Department of Posts, including the Postal Directorate and Postal Circles, will get exposure to Government functioning, particularly in the areas of citizen centric service delivery and financial inclusion.

(iv) For the interns, the exposure to the functioning of the Government may help furthering their future interests/careers.

### **3. Eligibility:**

- a. Indian citizen.
- b. Undergraduate students who have completed at least one year of college, studying at UGC-recognized colleges and institutions can apply through the MYBharat Portal for Experiential Learning Opportunity (ELO) programme.
- c. College dropouts who have completed at least one year of college are also eligible.
- d. Other criteria/conditions shall be as per the guidelines of the MYBharat Portal.
- e. Candidates having exposure in the area of intended internship, with a good academic background, shall be given preference.

Note : Possessing minimum qualifications as above shall not guarantee internship in the Department.

### **4. Duration of Internship:**

- a. The duration of internship may be for a period of 30 days to 45 days as specified in the notice calling for applications, but upto a maximum period of 45 days @ 8 hours per day.
- b. Programme Division of the Postal Directorate/ Postal Circle have the flexibility to engage interns for half-day also during the period of internship.
- c. Interns not completing the requisite period of internship satisfactorily will not be issued any certificate.

### **5. How to apply:**

- a. Interested and eligible students shall register themselves on the MYBharat portal and apply online for Experiential Learning Opportunity (ELO) programme slots posted on the MYBharat Portal from time to time by a Programme Division of the Postal Directorate/ Postal Circle.
- b. A candidate will be eligible for internship with the Department of Posts only once.

- c. Selected applicants shall be required to produce a letter from their Supervisor / Head of Department / Principal, indicating their status in the Institution and “No Objection” for allowing their student to undergo the Internship programme for the period for which he/ she has been selected failing which, his / her candidature shall be cancelled. There will be no requirement of ‘No Objection’ in respect of college dropouts.
- d. Candidates must furnish correct information. Any false or misleading information may lead to the rejection of their candidature / termination of their engagement as an intern and debar them from any future internship.
- e. Program Officers of the Department of Posts/Postal Circles have to verify the eligibility of applicants and approve the selected applicants on the MY Bharat portal. They will also check and approve/reject application of students who have applied for an opportunity, on the MY Bharat Portal, as per their eligibility.

## **6. Selection Methodology:**

### **a. For the Directorate of the Department of Posts :**

(i) For selection of interns, a Committee shall be formed comprising three members, including two members not below the level of Group B officers, viz. one from the Programme Division concerned and the other from any related Programme Division and would be chaired by an ADG/Director/DDG, as required. The Committee shall be constituted with the approval of the Member or CGM concerned in Postal Directorate. The Committee shall recommend the names of the selected interns and reserves/waitlisted candidates, as the case may be, against opened internship slots.

(ii) Programme Divisions of the Postal Directorate shall define parameters/criteria for shortlisting and selection process for engagement of interns depending on the nature and scope of work for which interns are to be engaged by them.

(iii) Based on positions identified by Programme Divisions of the Postal Directorate a ceiling on the number of interns that each Programme

Division of the Postal Directorate can engage would be stipulated by the Competent Authority.

**b. For Postal Circles/Regions :**

(i) Postal Circles shall obtain prior approval of the number of internship slots from the concerned Programme Division or the Division handling the subject matter in the Postal Directorate, by sending detailed justification, etc. and the nature and scope of work/activity for which interns are to be engaged. The proposal should be sent with the concurrence of their CIFAs and approval of the Head of Circle.

(ii) The Circles may devise their own transparent parameters/criteria for the shortlisting and selection process, etc. for engagement of interns, depending on the nature and scope of work for which interns are to be engaged, with the approval of the Head of Circle. The Head of a Circle may delegate this task to the Head of a Region in Circles where there are Regions.

(iii) For selection of interns, a Committee shall be formed comprising three members, including two members not below the level of Group B officers, viz. one from the Division/unit concerned and the other from the nearby Division/Unit and would be chaired by a suitably senior officer from the Regional/Circle Office. The Committee shall be constituted with the approval of the Head of Circle. The Head of a Circle may delegate this task to the Head of a Region in Circles where there are Regions. The Committee shall recommend the names of the selected Candidates including reserves/waitlisted candidates, as the case may be, against opened internship slots.

(iv) The Programme Division concerned in the Postal Directorate, in consultation with their respective IFAs, shall reserve the power to approve proposals of the Circles based on proper justification, parameters/criteria for shortlisting and selection, depending on the nature of work/programme for which the interns are to be engaged.

## **7. Logistics & Support:**

- a. Interns will be required to bring their own laptops, if so specified for an internship.
- b. The Department of Posts will provide working space, workplace internet facility and other necessities as deemed fit by the concerned Programme Division of the Postal Directorate/ Postal Circle/ Division/ Unit.
- c. Interns will have to bear the cost of traveling from their residence to the place of engagement/ office and back.

**8. Code of Conduct:** The Interns engaged by the Department shall observe the following Code of Conduct, which shall include, but not be limited to, the following:

- a. Interns shall follow the rules and regulations of the Department that are in general applicable to employees of the Department.
- b. Interns shall follow the confidentiality protocol of the Department and shall not reveal to any person or organization confidential information of the Department, its work and its policies.
- c. Interns may, with the prior permission of the Department, present their work to academic bodies and at seminars and conferences. However, even for this purpose, information that is confidential to the Department must not be revealed under any circumstances.
- d. 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 the Department.
- e. Interns will follow the advice given to them by the Department regarding representations to third parties.
- f. In general, an intern may not interact with or represent the Department vis-à-vis third parties.
- g. No intern shall interact with or represent or comment about the Department to the media (print and electronic) including social media and personal Facebook/ 'X' handles, etc.
- h. Interns will conduct themselves professionally in their relationship with the Department and the public in general.
- i. Mentoring the conduct of the interns and their access to data shall be the responsibility of the concerned Head of Programme Division of the Postal Directorate/Circle/Division/Unit.

- j. Any work done for the Department by the intern during the period of internship will be the property of the Department and Department reserves the right to use any such work for its own purpose.

**9. Placement:**

- a. Placement of engaged interns will be as per the programme slots published on MYBharat Portal.
- b. The internship is neither a job nor an assurance of a job with the Department of Posts.

**10. Attendance and Certificate of Internship:**

- a. The attendance of the interns may be submitted with the approval of Heads of Programme Division of the Postal Directorate/ Postal Circle / Division / Unit through the MYBharat Portal. The interns shall have to maintain a minimum attendance of 75% and mark IN and OUT Time on daily basis. In case of less than 75% attendance no certificate will be issued / recommended. The attendance record and the details of work supervision shall be maintained by the Programme Division of the Postal Directorate/ Postal Circle / Division / Unit where they are engaged.
- b. Interns will be provided a certificate through the MYBharat Portal after their successful and satisfactory completion of the Program with the approval of the Programme Division of Postal Directorate / Circle they were engaged with.

**11. Submission of Papers / Reports:**

- a. Work Plans and work schedules shall be developed by supervisor / designated officer of the Programme Division of the Postal Directorate/ Postal Circle / Division / Unit and the Interns shall invariably adhere to the same.
- b. The Interns will be required to submit a report / paper and give a presentation on the work undertaken at the end of the internship to the Head of respective Programme Division of the Postal Directorate/ Postal Circle / Division / Unit. Report shall be signed by the officer with whom intern is attached.

- c. The Interns will also be required to give their mandatory feedback to the concerned Head of the Programme Division of the Postal Directorate/ Postal Circle / Division / Unit on their experience of the programme, monitoring and supervision.

## **12. Declaration of Secrecy:**

Interns will be required to furnish to the Department a declaration of secrecy before reporting for the Internship. The Heads of the Programme Division of the Postal Directorate/ Postal Circle / Division / Unit may ensure the same.

## **13. Disengagement:**

- a. The Head of the Programme Division of the Postal Directorate/ Postal Circle / Division / Unit may disengage an Intern at any time if the services of the Intern are no longer required.
- b. In general, the Head of the Programme Division of the Postal Directorate/ Postal Circle / Division / Unit may disengage the Intern at any time without assigning any reasons to the intern with immediate effect.
- c. If an intern decides to disengage from the Department, he/she should provide 1(one) week prior notice. Notice period may be waived by the Programme Division of the Postal Directorate/ Postal Circle depending on the role of the Intern.
- d. Upon disengagement, the intern must hand over any papers, equipment or other assets which might have been given to the intern in course of his/her work with the Programme Division of the Postal Directorate/ Postal Circle / Division / Unit they were attached. This will include any badges or ID cards which may have been issued to the intern.
- e. If it comes to notice that a person whose services have been disengaged by the Head of the Programme Division of the Postal Directorate / Postal Circle continues to act in a manner which gives an impression that he is still working for the Department, the Head of the Programme Division of the Postal Directorate/ Postal Circle / Division / Unit shall be free to take appropriate legal action against such person.

#### **14. Review :**

Department of Posts reserves the right to review the guidelines and modalities of implementation at any time. The guidelines, as revised from time to time, will be placed on the website of the Department of Posts.

#### **15. Relaxation :**

Secretary, Department of Posts shall have the power to relax any of the guidelines/ conditions mentioned above.

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