

**Ministry of Health & Family Welfare  
Government of India  
National AIDS Control Organisation**

**NACO Internship Programme**

The National AIDS Control Programme (NACP), launched in 1992, is being implemented by NACO under Ministry of Health & Family Welfare as a comprehensive programme for prevention and control of HIV/AIDS in India. Over time, the focus has shifted from raising awareness to behaviour change, from a national response to a more decentralised approach and to increase involvement of NGOs and networks of PLHIV. Prevention Services, Testing of HIV/STI, and Care, Support & Treatment Services are key pillars of all the HIV prevention and control efforts in India. Phase V of the National AIDS Control Programme is aimed at reducing annual new HIV infections and AIDS related mortalities by 80% from the baseline value of 2010. It also aims to attain the dual elimination of vertical transmission, elimination of HIV/AIDS related stigma while promoting universal access to quality STI/RTI services to at-risk and vulnerable populations.

The Government has enacted the HIV/AIDS Act, 2017, to provide for the prevention and control of the spread of Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome and for the protection of human rights of PLHIV. HIV/AIDS Act has been notified on e-gazette on 21, April 2017.

NACO receives many applications for internship from research fellow, academicians, and Students. In the past, many interns have worked under NACP. NACO has initiated the Internship Programme for young students with a vision to get them familiar with and understand the various dimensions of policy making & implementation of the National AIDS Control Programme. It will serve as an exposure for the interns regarding functioning of National Health Program, which will be mutually beneficial for the organisation as well as students.

NACO Internship Programme is open to students pursuing undergraduate, post graduate, M.Phil and PhD courses in various disciplines listed at **Annexure II**, pursuing graduation or post-graduation courses from a recognised and reputed University.

It may be noted that the internship programme is neither a job nor any such assurance for a job at National AIDS Control Organisation or any other Ministry/ Department of Government of India. The final decision to engage any candidate in the internship programme shall rest with NACO.

**Process of Engagement**

**Application:** Any prospective candidate can apply to NACO in the prescribed format (available at Annexure II) duly recommended/ authenticated by their educational institution/health organisation. Detailed process is available on the website and updated from time-to-time.

Application can be forwarded through email or through speed post along with copies of necessary documents.

**Timeline:** The short listing would be done within four (4) weeks of receipt of application based on defined eligibility criteria and only successful candidates will be intimated by email.

Interns shall be expected to report to NACO, submit their joining report and work under close supervision of the concerned Head of Division (HOD). The areas available for internship at NACO are listed at **Annexure III**.

Interns would be required to observe the functioning of the divisions, participate in activities as well as conduct data analysis & research, write reports, undertake field visit, or carry out any other task entrusted to them by the HOD. As part of the internship, the selected intern would be required to submit an internship project report.

### **Salient Features of Internship Programme**

Available positions for internship	Number of interns can vary depending on the submitted applications and requirement of NACO. However, at any point of time, the number of interns shall not be more than 10.
Enrollment	Enrollment for internship will be kept open throughout the year.
Selection	Number of applications selected will be at the discretion of the NACO Internship Committee.
Duration	<p>The duration of the internship would be decided by the NACO Internship Committee. It may vary from min 2 months to max 6 months.</p> <p>Candidates whose internship was previously terminated or who discontinued before completing the set duration would not be considered in future.</p> <p>Interns will be provided with the necessary office logistics supports i.e., work space, stationery. They will need to have their own laptop with internet connectivity.</p>

Remuneration	<p>Interns will be entitled to a stipend at the rate of Rs. 8,000 per month payable on successful completion of Internship and submission and acceptance of their internship reports by the Reporting Officer in NACO. No other expenses like travel costs etc. will be admissible and no claims would be entertained.</p> <p>Stipend will be made at the completion of the internship upon satisfactory performance certified by the HoD. Students who discontinue the internship would not be paid any remuneration by NACO.</p>
Attendance	Daily attendance will be mandatory to obtain necessary certificate.
Deliverables	Intern have to attend office in person under the guidance of assigned reporting officer. The Interns will be required to submit an internship project report on the areas of internship/study to respective Department, duly signed by the Head of the Division to which they are attached.
Certificate of internship	Certificate of internship completion will be issued only on satisfactory completion, submission and acceptance of the internship project report by the Head of the Division. Students who discontinue the internship would not be awarded any certificate by NACO.
Data Sharing, confidentiality and non-disclosure	Data access to interns would be granted only after submission of data confidentiality undertaking form to the concerned HoD.

### **Eligibility Criteria for Applying**

Essential Criteria: Candidates enrolled for Graduate programme under a recognised university should have completed two years,

Or

Candidates enrolled in regular Post Graduation Degree/Diploma course under a recognised university.

Desirable: Candidates from institutions having institutional collaboration with NACO &/or SACS and with M.Phil.

Ph.D Candidates must have the approval of their Institution to apply for the internship. Prescribed format is placed at **Annexure IV**

The following documents must be submitted at the time of joining:

1. Photographs (2)
2. 1 Photo-identity (Voter ID or Aadhar or Passport)
3. Approval letter from the Dean/ Principal of College/ University or Head of the

Department

4. Students from abroad must have valid travel documents and approval letter from their Institutes

### **Deliverables and Rules of Engagement**

The concerned Head/Supervisor/ Reporting Officer shall be responsible for ensuring that the work and output agreed upon with the Intern is satisfactorily completed. Interns will be required to submit a brief internship project report at the end of the internship to the Heads of the concerned Programme Division to which they are attached. After approval by the Head of the Division, 3 sets of the project report need to be submitted to Head of the Division to which they are attached, SI Division and Admin/HR. In addition, soft copies of the same also need to be submitted to the 3 stakeholders as listed above.

The attendance record and details of work supervision shall be maintained by the concerned Programme Division.

It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the Heads of the concerned Programme Division.

All incumbents shall undertake to maintain confidentiality with respect to NACO data and its sharing beyond the officers of NACO. Interns can claim no right to be included as an author in a NACO publication and no interns shall attempt to independently publish reports or articles using NACO data without approval of NACO and without due acknowledgement to the contributors at NACO.

### **Internship Programme and Feedback**

The internship programme includes attachment with one of the Divisions in the Ministry. In addition, the internship programme at NACO Headquarters shall include: (i) A briefing session with Administration Division on the structure and functioning of NACO; (ii) Visit to local facilities under NACO/SACS; (iii) Attaching with concerned programme division; (iv) Briefing session with other programme components under NACO etc.

A joining report will be submitted to Administration/ HR division upon joining NACO. This will be routed through the programme division to which they are attached based on a checklist. Date of joining and period of internship will be as agreed upon at the time of enrolment, and no change beyond one week of agreed date would be admissible.

The interns shall submit an internship project report on completion of their internship to the Head of Division. The intern may also submit his/her views and feedback on the internship programme to the concerned Head of Division. All certificates will be issued by Administration Division based on the recommendation of the Head of the Division to which they are attached.

### **Mode of Application**

At NACO Headquarters, the applications may be sent by registered/speed post or email communication, at the following address:

Deputy Secretary  
National AIDS Control Organisation  
9<sup>th</sup> Floor, Chandralok Building,  
36, Janpath, New Delhi-110001

Email: [naco.internship@gmail.com](mailto:naco.internship@gmail.com)

An advance copy of the application along with Covering letter and attachments may be sent by e-mail to [naco.internship@gmail.com](mailto:naco.internship@gmail.com). Query, if any, may be addressed to Deputy Secretary at [naco.internship@gmail.com](mailto:naco.internship@gmail.com). Applications duly filled in and complete in all respect with required documents should reach at least 4 weeks before the commencement of the internship.

Intern must clearly indicate the area of interest in the order of preference. A candidate can apply for internship only once during a financial year.

#### Submission of Documents at the time of application:

**The application for internship at Headquarters must include the following: should be put up where document discussed**

- Duly filled in Application Form
- Write-up not exceeding 500 words on how the student's academic pursuit as well as the National AIDS Control Programme will benefit from this Internship. Applications that do not have the said write-up will not be accepted
- One page synopsis as per the format provided in the Guidelines
- Copy of at least three documentary proofs of identity which should include copy of passport and Aadhar card/Voter ID/PAN Card in case of Indian nationals and passport, OCI card and National Identity Card in case of OCI card holders
- Curriculum Vitae
- Introduction letter from the Head of Institution on the official stationery where the applicant studied/studying
- No objection certificate from University/Institution in case the internship is to be pursued in parallel with an ongoing course
- Self-attested certificates and transcripts for all the accomplishments mentioned in the Application Form (educational qualifications, current courses being pursued and projects)

#### **Selection Procedure**

All applications will be scrutinised in NACO by an Internship Committee and intimation will be sent to selected candidates. The Internship Committee may conduct a personal interaction/interview either through face-to-face interview or electronic media (phone, skype, etc.) with the applicant and also verify original documents. The decision of the Internship Committee shall be final and binding and no queries shall be entertained after the completion of the selection process. Preference will be given to applicants having an excellent academic track record and to research scholars; and candidates bringing project work relevant to NACO's activities or aligned with NACP priorities.

NACO Internship Committee will meet every month. Candidates are required to submit the

internship application by 15<sup>th</sup> of every month.

### **Termination of Internship**

NACO may terminate engagement of intern at any point without giving any reason whatsoever, as NACO Internship Committee deems fit based on HoD's recommendation. NACO's decision shall be final in this regard. Intern can choose to leave the programme, if she/he so desires, giving prior notice of one week to the programme division, NACO to which they are attached, SI Division and Admin/HR for needful.

### **Strict maintenance of Discipline and adherence to Government Rules**

Indiscipline and insubordination will be dealt with severely. All rules of NACO will be strictly followed.

*NACO believes in rich diversity—in race, gender, age, cultures and beliefs—and we support this diversity through all of our employment practices. All applicants and employees who are drawn to serve the organisation will enjoy equality of opportunity and fair treatment without regard to race, colour, age, religion, marital status, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin.*

**Programme courses applicable for Internship**

- Preventive & Social Medicine
- Public Health
- Health Management
- Statistics
- Social Sciences
- Social Work
- MBA
- MBBS
- Law
- Pharmacy
- Nursing
- Laboratory Technology
- Information Technology (e.g. B.Tech)/ Computer Science/ Electronics
- Project/Programme Management
- Mass Communication
- Procurement & Supply chain Logistics
- Any other areas as approved by the Competent Authority

*(This list is only illustrative and not exhaustive)*

**Domains/ Areas available for Internship**

- Research & Evaluation
- Data Analysis
- HIV Surveillance
- Monitoring & Evaluation
- Basic Services (HIV testing, Prevention of Parent to Child Transmission, HIV-TB)
- STI/RTI prevention and control
- Care, Support and Treatment for people living with HIV AIDS
- IEC (Communication, Mass Media, Mid Media, Interpersonal)
- Mainstreaming (Stigma/ Discrimination/ Inter-ministerial collaboration)
- Targeted Interventions for HIV (Community engagement and interventions with most at risk populations for HIV/AIDS Prevention)
- Lab Services/ Quality Management (HIV testing and diagnosis)
- Voluntary Blood Donation
- Blood Transfusion Services
- Right to Information
- Legal
- Gender
- Administration including procurement and HR
- Finance and Accounts
- Project Management
- Information Technology



## Annexure IV

<b>APPLICATION FOR INTERNSHIP WITH NATIONAL AIDS CONTROL ORGANISATION</b>					
1	Name				
2	Date of Birth				
3	Gender (Male / Female/ Other)				
4	Permanent Address				
5	Current Address				
6	E-Mail Address				
7	Tel. No.				
8	Educational Qualifications (+2 onwards)				
	Name of the Course	School/College/Board/City	Year	Subjects	Percentage of Marks
9.	Whether pursuing/completed course in				
10	Knowledge of Statistical Software (please specify)				
11	Is Public Health part of the course being pursued?				
12	Internship/Work Experience, if any				
13	Areas of interest	1. 2. 3.			
14	Awards/Achievements/papers presented/Published				
15	Details of extracurricular activities				

16	Proposed topic(s) on which Internship is proposed. Please attach synopsis.	Note: Synopsis on the proposed Topic of Research is mandatory. Applications submitted without synopsis will be summarily rejected. Up to three choices may be indicated.  <b><i>Kindly refer to Annexure V for synopsis submission</i></b>
17	Specify single calendar month or months for which applicant intend to do Internship	
18	Any other additional relevant Information (attach extra sheet if required)	
19	Write up on how the student's academic pursuit as well as the National AIDS Control Programme will benefit from this Internship ( <i>not exceeding 500 words</i> )  <b><i>Student to attach the write-up separately, as Annexure VI</i></b>	

I have carefully read the NACO Internship Guidelines and hereby undertake to abide by them and understand that if at any stage if found to be ineligible or commit misconduct, my candidature will be cancelled forthwith.

Place

Date:

(Signature of the Applicant)

#### **CERTIFICATION AND RECOMMENDATION BY INSTITUTION**

Certified that Ms./Mr. \_\_\_\_\_ is pursuing \_\_\_\_\_ course and presently in \_\_\_\_\_ year/ semester in the Institute/College/University. She / He is eligible for internship in NACO as he/ she has fulfilled the eligibility criteria prescribed by the NACO. She / He has also attached the synopsis on her/his proposed topic of research during internship. Hence, She /He is recommended for internship at NACO.

Place:

Date:

Signature with Name,

Designation, Office Address & Office Seal

**Format for submission of Synopsis (One page)**

**Proposed Title of Internship Project:**

**Background & Rationale:**

**Objectives:**

**Methodology:**

## **Annexure VI**

How the student's academic pursuit as well as the National AIDS Control Programme will benefit from this Internship (*not exceeding 500 words*)?