Government of Himachal Pradesh
Department of Revenue(Disaster Management)

No.Rev(DMC)(F-80)7-2/2019 Dated the 19 August, 2019

NOTIFICATION:

The Governor, Himachal Pradesh is pleased to notify Policy for engagement of Interns at the Himachal Pradesh State/District Disaster Management Authorities as per the Annexure on the recommendations of State Executive Committee constituted as per provisions of Disaster Management Act-2005 to orient young students and create professionals in the field of disaster management with immediate effect.

By order

Onkar Chand Sharma
Principal Secretary(Rev-DM) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Deputy Commissioners-cum-Chairman, DDMAs in HP.
4. The Secretary (GAD) to the Government of Himachal Pradesh w.r.t. item No.44 of Cabinet decision held on 8.8.2019 for information.
5. The Director, HP Institute of Public Admn, Fairlawns, Simla-12
6. The Controller of P&S, HP for publication in Gazette.

19/8/19

(D.C.Rana)
Special Secretary(Rev-DM) to the
Government of Himachal Pradesh

Government of Himachal Pradesh
State Disaster Management Authority

Policy for Engagement of Interns at the
Himachal Pradesh State Disaster Management Authority
(HPSDMA)
District Disaster Management Authority (DDMA)

Disaster Management Cell, Department of Revenue
HP Secretariat, Shimla.
Tel No. + 91 177 2880331, 2880320, Toll Free No. 1070
Website: www.hpsdma.nic.in
Email: sdma-hp@nic.in
Twitter: #hpsdma, Facebook: @hpsdma

Policy for Engagement of Interns at the
Himachal Pradesh State Disaster Management Authority (HPSDMA)
District Disaster Management Authority (DDMA)

1. Vision

Internship programmes are designed to provide students with the professional experience, in furtherance of their educational pursuits and are oriented to benefit them with practical experience. The HP-SDMA/DDMA(s) aims to provide an excellent internship programme on different dimensions of Disaster Management (DM)/Climate Change Adaptation (CCA) to young interns from multi-disciplinary backgrounds.

2. Key Objectives

i. To complete his/her professional preparation program in a controlled and supervised field experience.
ii. This program will serve as an opportunity for students to gain understanding and orient students to the systems, processes and schemes on Disaster Management/ Disaster Risk Reduction (DRR).
iii. Enable interns to contribute innovative ideas in the area of DRR and CCA strategies.
iv. Promote a wider and better public understanding on the concerns of DRR/CCA and strategies to deal with them at local and global level.
v. Encourage documentation of best practices in the field of DRR from various districts across the state.
vi. Develop capacities (knowledge, attitudes and skills) of young students to create a future pool of academically and practically well-versed professionals.

3. Eligibility for the Internship Programme

- **Essential:** Students pursuing post-graduate courses (Disaster Management/Environmental Sciences/Social-Sciences/Management/Public Health/ any other DRR related field) shall be eligible in general to apply for the internship. Students who have recently finished their PG courses (no later than six months to one year) may also apply.
- **Desirable:** Students enrolled in PG courses in Disaster Management and other related technical fields of DRR. Students who have recently finished their PG courses (no later than six months to one year) may also apply.

Requirement:

- Familiarity/experience/interest working in Policy Advocacy, Risk Reduction and engaging with vulnerable communities.
- Strong research skills.

- Fluency in English (required) and Hindi (preferred).
- Excellent written and communication skills.
- Computer skills including word processing (Microsoft Word), spreadsheets (Excel); Power points, familiarity with database design and management.
- Statistical skills.
- Ability to work both independently and as part of a team.

4. Duration of the Internship Programme

Duration of internship will be from one to six months (4-24 weeks). In this period the interns are expected to report every day at the SDMA/DDMA office (except Sundays, second Saturdays and gazetted holidays).

5. Application and Selection Process

The interested candidates may send their CVs along with a brief proposal/work-plan via email to sdma-hp@nic.in. These will be reviewed by a Selection Committee. Interns will be selected on the basis of their qualifications, experience and merit of the proposal.

A cover letter specifying the internship/volunteering opportunity the interns are interested in, and why they are a good fit for the position, along with start/end dates and estimated availability of the interns should be stated clearly, and sent along with the CVs. Due to the large number of applicants, only those considered for an interview will be contacted.

6. Logistic Support

Interns will be provided with work space in the Emergency Operation Centre (EOC) at the HP-SDMA/DDMA office, with computers and internet facility.

7. Financial Support

HP-SDMA/DDMA will provide an honorarium of Rs. 5000/- per month to the interns.

The intern will be expected to cover housing and living expenses in base locations. Travel, logistics, boarding and lodging expenses during field visits will be borne by HPSDMA/DDMA whenever required as per state government rules.

8. Opportunities for Interns

The interns will be assigned specific tasks for completion by the HP-SDMA/DDMA; and they will be expected to regularly update the department about the progress achieved under each task. HP-SDMA/DDMA may allow the interns to attend

seminars/workshops organized during the internship period, subject to availability of space and other logistical considerations.

An intern will be provided with an abbreviated orientation program that will highlight key aspects of the position the intern will be engaged in as well as all organizational policies with which he/she will be expected to conform during the specific term of internship.

Each intern will be provided with an in-depth review of department functions and activities and the interaction of these activities with the work the intern will be performing. The department review will be conducted by the department manager and technical experts during the first week of employment.

9. Completion of Internship

Interns are expected to furnish a detailed, well formatted report at the end of their internship. Additionally, interns can submit a brief report on their internship experiences, where they can offer suggestions for improvement.

10. Right to Use the Report

The HP-SDMA/DDMA has full rights to use the reports developed by interns. HP-SDMA/DDMA will have the exclusive intellectual property rights over the reports developed by interns, documenting specific events/workshops and all other tasks assigned by HP-SDMA/DDMA. The student-intern may use their research reports for academic purpose only, with due acknowledgement to the HP-SDMA/DDMA, as the case may be.

11. Certificate of Internship

A certificate will be issued to interns who successfully complete the tasks assigned to them and submit their reports within the stipulated time frame to the respective supervisor.

Government of Himachal Pradesh
Department of Revenue
(Disaster Management Cell)
****

APPLICATION FORM FOR INTERNSHIP PROGRAMME AT
HIMACHAL PRADESH STATE DISASTER MANAGEMENT AUTHORITY
(HPSDMA) AND DISTRICT DISASTER MANAGEMENT AUTHORITY(s)/DDMAs

1. Full Name (Ms./Mr.):-
2. Date of Birth: -
3. Full Postal Address (for communication): -
4. Email-Id: -
5. Mobile No:-
6. Educational Qualifications:-
7. Percentage Secured:-
8. Additional Qualifications: —
9. Subjects of Specialization/Interest:-
10. Extra Curricular Activities: —
11. Work Experience (if any): —
12. Topics/Subjects Interested in for Internship: -

SELF DECLARATION:-

I certify that the above information furnished by me is true to the best of my knowledge and belief. I have also gone through various clauses on the "Policy for Engagement of Interns at HPSDMA/DDMA(s)" and I agree to abide by all the terms and conditions of this Policy.

Place:

Date:

_____

Signature

Name: