

J/6/2024-e-Gov-MOWR
भारत सरकार/ Government of India
जल शक्ति मंत्रालय/ Ministry of Jal Shakti
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
Department of Water Resources, RD & GR
(ई-गवर्नेंस अनुभाग / e-Governance Section)

Shram Shakti Bhawan, New Delhi
Dated 26.11.2025

OFFICE MEMORANDUM

Subject: Guidelines on internship program for winning teams of Smart India Hackathon (SIH) organised by Ministry of Education.

The undersigned is directed to attach Guidelines on "Jal Shakti Innovators Internship Programme" for offering internship program to winning teams of problem statements submitted by the Department to Smart India Hackathon (SIHs) being organised by Ministry of Education. Internship Program would assist in timely and structured development of innovative and cost-effective solutions for water sector challenges, and will enable this Department/its organisations to ensure development of viable solutions in a time bound manner. The Guidelines on the program would act a guidance for respective organisations/wings for undertaking internship programs as per the mandate, whose problem statements are adjudged as winning solutions in SIHs. Further, these Guidelines would assist in developing viable solutions on winning problem statements by on-boarding the winning teams, if required, until the launch of the new scheme *Atal Jal Samvardhan* by R & D Division of this Department, which incorporates the component of Hackathon.

2. This issues with the approval of the Competent Authority

Encl: as above

A+L-4 →
(Ashish Kumar Sao)
Under Secretary to the Govt. of India
Tel: 011-23766944

To

Email: usegov-mowr@gov.in

- 1.CWC/NMCG/NIH/CGWB/NRCD & other organisations of the Department
- 2.Heads of Divisions/sections under the Department

Copy to

PPS to AS (WR, RD & GR)

Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation

Guidelines for Jal Shakti Innovators' Internship Programme—
Developing solutions for the winning problem statements of
Smart India Hackathon (SIH)

1. The Internship programme

Program Name: Developing solutions for the Winning problem statements of Smart India Hackathon (SIH)

Eligibility: Winning Teams of the Problem Statements selected in SIH.

Position Type: Intern

Location: Hybrid mode (online & offline). During offline mode, the location will be the identified offices of the host organisation

2. Background :

Smart India Hackathon (SIH) was started in 2017 by Ministry of Education in association with All India Council for Technical Education (AICTE), with focus on both Hardware and Software approaches to develop innovative solutions for the problems and challenges from various Central Ministries/Departments, State/UT Governments, Public Sector Undertakings and Industries. Each Ministry/Department is to identify 3-10 governance-related challenge/problems faced by the Ministry/Department (or the subordinate/autonomous bodies under the Ministry/Department) which shall be the ones that can be solved using digital technologies (software) or hardware solutions. These 'Problem Statements' are used to challenge students of *Higher Education Institutions (HEIs)* for offering innovative technical solutions.

Based on the solutions provided by winning teams, implementation of the solutions on each of the problem statement is undertaken by the respective Organisations in collaboration with the winning teams.

DoWR, RD & GR/its organisations have been participating in the SIH since 2018. The Department has been collaborating with the winning teams on regular basis for finding user-friendly and cost-effective solutions.

However, from the learnings on working with the winning teams, it has been observed that the development of winning solutions in fixed timeline may require full-time availability of winning team members as well as focused approach towards the development of the solutions. Therefore, Department has taken a decision that the winning team members would be on-boarded as interns through an internship program for ensuring their full-time availability for development of viable solutions.

The Internship Programme would not only ensure the uninterrupted availability of winning team members and the development of viable solutions in a time bound manner but also allow short term exposure to “selected candidates” to be associated with the Department’s work related to water conservation and management specifically in the technical field. The programme will help well acquaint the "Interns" with the working of the Department in field of water sector and simultaneously the “interns” will supplement the process of development and management of water resources in holistic manner. For the "Interns", the program will also be an exposure to the functioning of the Government of India.

3. Objective :

DoWR, RD & GR/its organisations seek to engage students being part of Winning Team members of the Problem Statements selected in SIH, as "interns" to develop workable and viable solutions to the Problem Statements. The Internship Programme will also provide a short term exposure to “selected candidates” to be associated with the Department/its organisation’s work related to water sector. The programme will help well acquaint the "Interns" with the working of the Department/its organisations in field of water conservation and management as well as will be an exposure for them to the functioning of the Government of India.

4. Period:

Internship will be available once annually based on the winning solutions to the problem statements submitted by the Department in Smart India Hackathon (SIH) starting from

year 2024. However, the concerned organisation to which the Problem Statement would pertain, would examine and decide the viability of undertaking the internship program.

5. Eligibility :

Winning Teams of the problem statements pertaining to the Department who participated in Smart India Hackathon (SIH) organised by Ministry of Education, Government of India.

6. Duration of internship:

The period of Internship will be **six months starting from the date of joining of an intern or such number of months/days as decided by the host organisation as per organisation's requirement**. The period of internship may be extended **upto a maximum of three months**. Interns not completing the requisite period of the internship program will not be issued any certificate.

7. Number of interns :

Number of interns would be maximum upto the total number of members of the winning team per problem statement depending upon their availability. Host organisations may decide on the number of interns as per their requirements per problem statement for each internship program.

8. Framework of internship:

The following activities will be part of the internship program:

- The interns have to submit a detailed action plan for the entire period of internship with monthly deliverables/milestones. The action plan should specify roles of individual interns.
- A group-lead and a co-lead will be identified in mutual consultation with the interns. The role of the group lead will be to coordinate with other interns and submit the final product to the host organisation.
- The action plan is required to be approved by the host organisation
- Each intern has to submit monthly progress reports. The monthly progress reports are to be verified and accepted by a Committee in the host organisation.

- The interns have to visit the specified office and work physically in offline mode for **such number of days as may be decided by the host organisation as per organisation's requirement within the period of internship.** The time, duration and location would be decided by the host organisation in mutual consultation with the interns.
- Sign off: In the last month of the internship programme, the interns will submit the final solution with all source codes (if relevant) and a user manual in respect of the solutions/product developed by them.
- The last instalment of the payment of internship will be after successful verification of the outputs by the host organisation.

Add-ons/innovations/initiatives to the aforesaid activities would be expected from the interns.

Besides, the Department/organisations reserve the right to add-on activities in furthering their future interests.

9. **Procedure to apply:**

The internships will be **available only to the members of the winning Teams** as announced by Ministry of Education in respect of concerned problem statement.

The winning team members willing to undergo internship programme in the Department may submit his/her application form along with requisite documents **as per format at Annexure-I** and a No Objection Certificate (NoC) from his/her respective college/university **as per Annexure-II, if required.**

10. **Selection:**

Selection would be limited to members of the winning teams of problem statements of SIH and on invitation basis only.

Mentors nominated by Department/Organisation for winning problem statements would discuss with members of winning teams of SIH and based on the interest shown by students in joining the partnership program and having the knowledge/skills required to develop the selected solution, the mentors would recommend the students for participation. Such recommended students would be invited to submit their application forms.

11. Placement:

Internship program would be in hybrid mode i.e. both offline and online mode. Minimum offline may be **30 working days or such number of days as decided by the host organisation as per organisation's requirement which** would be mandatory during the entire internship program. Each selected intern would report to the Head of the concerned organisation in the Department. The place of posting during offline period would be as decided by the respective organisations.

12. Submission of Report:

At the end of the internship, interns would submit the final product (software/hardware), a user manual, a detailed report along with source codes (wherever relevant) which would be developed during the program. If required, the interns would be required to make a presentation on the report to the Department/Organisation.

13. Intellectual Property:

The Intellectual Property (IP) of the solution would reside with the students who have developed and deployed the solution post-Hackathon but the concerned ministry will have lifetime access to the solution for free.

In case the solution developed by the teams is an assembly of available components, then any conflict arising due to plagiarism, IP, or copyright violations, the individuals of the concerned team will be solely responsible. Hence, the teams have been advised to use verified open-source components only and acknowledge them appropriately. Each intern should submit a signed declaration to this effect.

14. Certificate of Internship:

On satisfactory completion of internship, a Certificate of Internship shall be awarded. For satisfactory completion inter-alia 90% attendance is mandatory and submission of report duly countersigned. A format of the Certificate of Internship at **Annexure-III**.

15. Termination:

The Department/its organisation may terminate the engagement of an intern at any point in time as it deems fit, without giving any reasons. Decision of the Department shall be final

in this regard. An intern can choose to terminate the internship giving prior notice of one week to the Department/its organisation.

16. Terms & Conditions:

(i) Interns are required to pursue the programme with utmost dedication and to maintain proper discipline and decorum at all times.

(ii) The Intern has to make his/her own accommodation arrangement during the offline mode of program.

(iii) Interns are required to present themselves at respective locations/premises from 9.00 AM to 5.30 PM (or as per schedule of concerned organisation) during offline mode of program, unless otherwise permitted by the controlling officer during offline mode of the program.

(iv) Interns would follow the rules & regulations which are in-general applicable to employees of the Department/its organisations.

(v) The Internship is neither an employment nor an assurance of an employment with the Department/its organisations.

(vi) Interns will follow the advice given to them by the Department/its organisations regarding representations to third parties.

(vii) In the event of unsatisfactory performance, the concerned intern may be advised to discontinue the Internship.

(viii) If the intern decides to disengage from the Department/its organisation, prior intimation should be given to this Department/its organisation.

(ix) Selected interns are advised to contact respective Organisations for entry passes during the internship.

(x) Library facility would be limited to referencing only, borrowing of books/journals is not extended to the interns.

(xi) The Department reserves the right to review the scheme at any time. Also, the Department will have the power to relax any of the conditions in respect of any deserving candidate.

(xii) The intern shall follow the confidentiality protocol of the Department/its organisations and shall not reveal to any person or organisation confidential information relating to the Department/its organisations.

17. Logistics & Support:

Interns will be required to have their own laptops. The Department/its organisations shall provide them working space, internet facility and other requirements including software/hardware programs as per the Guidelines issued by Ministry of Education. Other support may be considered/provided as deemed fit by the concerned Heads.

18. Honorarium:

The interns will be given an honorarium of **Rs. 15,000/- per month** during their internship. Each intern will be required to provide copy of his/her Pan Card and Mandate Form of the bank for transfer of honorarium through online mode.

19. Other expenses: As per the guidelines of Ministry of Education, the interns will be eligible for following allowances:

- **Long Distance Travel:** Each student would be entitled to AC-III tier train ticket fare for long-distance travel. The amount will be reimbursed subject to prior approval and production of tickets. Further, each student would be entitled to a consolidated amount of 1,500/- per day in case of long-distance travel for stay arrangements. The amount would be considered for reimbursement on producing relevant bills and receipts.
- **Short Distance Travel:** Each student would be entitled to a consolidated amount of 1000/- per day for short-distance travel. The individual will have to justify his/her travel and provide relevant bills and receipts. Any distance within the radius of 100 Km will be considered a short distance. The central point of reference will be the individual's college. If the student travels from any other location, the matter will be considered after satisfactory justification.

- **Cost Incurred during Field Visits:** Other than travel and stay, if any other cost is incurred during any field visit to collect data/field survey or to undertake user testing etc (wherever required), each person will be entitled to an allowance of 500/- per day. To claim this amount, prior approval will have to be taken from Department/concerned organisation for conducting the field visit.

Note: For further information/ clarification, may contact –

**The Section Officer,
eGov Section,
DoWR, RD&GR, Ministry of Jal Shakti, Room No.628A, Shram Shakti Bhawan,
Rafi Marg, New Delhi (Tel: 011-23354649; email: egov-mowr@nic.in)**

20. **Funding:**

Respective organisations would bear the cost of Internship program from their own funds. In respect of Wings/Divisions of the Department, the expenditure would be borne by the Department.

(Note: Secretary, Department of Water Resources, River Development & Ganga Rejuvenation empowered to cancel, amend all or any part of this internship program and/or relax any of the aforesaid conditions in respect of any of the deserving candidates without any notice.)

ANNEXURE-I

Application No: _____

(To be filled by the Office)

APPLICATION FORM INTERNSHIP PROGRAMME



Instructions:

1. Forms to be filled in Block Letters.
2. All fields under this form are mandatory.

No.

Particulars

1. **Name** :
2. **Course Pursuing/completed along with Semester/Year** :
3. **College/University** :
4. **Father's Name** :
5. **Mother's Name** :
6. **Date of Birth** :
7. **Gender** :
8. **E-mail** :
9. **Contact number** :
10. **Gender** :
11. **Category:** Gen/OBC/ST/SC/DA :

DETAILS OF EDUCATIONAL QUALIFICATION

Qualification	Passing Year	Name of School/ College	Name of Board/ University	Subject(s)	Obtained Percentage
High School					
Intermediate					
Graduation					
Post Graduation					

DOCUMENTS (Mandatory to be enclosed)

1. Curriculum Vitae
2. Identity proof (Aadhar Card/Driving License/Pass Port/Voting Card)
3. NOC from HoD, if required
4. Copies of Educational certificates
5. 500 words write-up “**Reason for Joining as Intern in DoWR, RD &GR**”.

(Signature of Applicant)

(Signature of Section Officer of Department with Seal/Stamp)
(To be filled by the Office)

ANNEXURE-II

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION

(To be given on Letter Head)/ To be signed by HOD/Principal

Dated:-

Subject:- No Objection Certificate for Internship Programme.

It is certified that <Mr. / Ms/> _____ is a bona fide student <College ID No.> of < Semester/Year> of <name of the programme> of this <Institution/College>.

The <Institution/College> has no objection to <Mr. / Ms/> _____ for pursuing the Internship programme in Department of Water Resources, River Development and Ganga Rejuvenation for the period from _____ to _____.

It is also certified that <he/she> is not registered for any course requiring <his/her> attendance in the class during the said period.

The conduct of the student as recorded by the <college/institution> has been found good/satisfactory/unsatisfactory.

(Signature and Seal)
HOD/Principal

ANNEXURE-III

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

Dated :

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Mr./Ms>..... a student of <University/Institution> has successfully completed <his/her> Internship with.....**name of host organisation..... Department of Water Resources, River Development and Ganga Rejuvenation (DoWR, RD &GR), Ministry of Jal Shakti, Government of India** from to During the period of Internship he/she worked under..... in the following areas:

- i.
- ii.
2. <He/she> has shown special flair forand <his/her> performance in preparation of the report has been rated as
3. During the period of <his/her> internship programme <he/she> was punctual and hardworking.
4. I wish <him/her> every success in <his/her> life and career.

HoD
Host Organisation