

Internship Guidelines of Land Ports Authority of India (LPAI)



**Land Ports Authority of India
Ministry of Home Affairs
1st Floor, Lok Nayak Bhawan
Khan Market, New Delhi-03**

(i) **Objective and Purpose:**

- (a) *Land Ports Authority of India (LPAI, New Delhi is a Statutory Body established under Land Ports Authority of India Act, 2010. India has an over 15000 KM long international land border with Afghanistan, Bangladesh, Bhutan, China, Myanmar, Nepal and Pakistan. There are several designated entry and exit points for cross border movement of persons, goods and vehicles. Under the Land Ports Authority of India (LPAI) Act, 2010, LPAI has been established to develop, sanitize and manage the facilities for cross-border movement of passengers and goods at designated entry-exit points along the international borders of India and for matters connected therewith or incidental thereto. Such as various Government functions including those of Security, Immigration, Customs, Plant & Animal Quarantine etc., as also for the provision of support facilities such as warehousing, parking, banking, foreign exchange bureau among others.*
- (b) **Several academic** *institutions and young scholars have expressed a desire to contribute to LPAI Projects. LPAI is of the view that an Internship Programme will ensure interaction of the Authority with young Indian Scholars with brilliant academic background from reputed academic institutions in the country and abroad.*
- (c) *Interactions with young scholars will provide ideas and research support from the field of academics. At the same time, it will provide an opportunity to young scholars to contribute towards projects of national importance and also provide an insight into working of the Government.*

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(ii) Short Title and Commencement:

- (a) *These guidelines may be called Land Ports Authority of India (LPAI) Internship Guidelines 2020.*
- (b) *They shall come into force with immediate effect.*

(iii) DEFINITIONS:

Unless the context requires otherwise, following words shall have the meaning attributed to them in these guidelines.

- (a) **“Authority”** means Land Ports Authority of India including its Integrated Check Posts.
- (b) **“Land Port”** means an area on the international borders of India including portions of National Highways, State Highways and other roads, notified as land customs stations of immigration check posts under Customs Act, 1962 or the Foreigners Act, 52 of 1964, and include railways, with facilities for clearance and transport of passengers and goods across the borders of India.
- (c) **“Integrated Check Post”** means any land port, as the Central Government may, by notification in the Official Gazette, specify:
- (d) **“Sponsoring Institution”** means the Academic Institution, in which the applicant is currently studying or the recently passed out from.
- (e) **“Applicant on Internship”** is a person, who wants to work for mutual benefit with the Authority, on a full time basis with the sole purpose of enriching his knowledge in the area of expertise.
- (f) **“Area of Expertise”** means the subject or area in which the Applicant possess expertise and wants to enrich it further.

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(iv) ELIGIBILITY:

- (a) *Indian students from recognized universities In India or abroad who have secured at least 80% marks In the last held degree or certificate examination and:-*
- who have completed education under 10+2+3 pattern of education i.e. students who have completed 15 years of formal education.*
- or*
- who are pursuing 4th year in the Engineering stream in the 10+2+4 pattern of education*
- or*
- who are pursuing 4th or 5th year In the integrated degree course or dual degree of 10+2+5 pattern of education*
- or*
- who have completed 2· year Engineering or Science course in any IIT or NIT*
- or*
- who have completed 2nd year In the law degree course from National law Universities*
- or*
- who have completed Intermediate course of Institute of Cost Accountants of India (ICAI) and secure 60% or more marks*
- or*
- who are pursuing M Tech/M. Engg./MCA In any IIT or NIT*
- (b) *The qualifications may be relaxed in deserving cases based on the needs of the Authority on the recommendations of concerned Director, Land Ports Authority of India and prior approval of Chairperson, LPAI.*
- (c) *Possessing minimum qualifications as above shall not guarantee internship in LPAI. Candidates having exposure in the area of Intended internship with good academic background and having higher qualification, based on need shall be given preference.*

(v) **HOW TO APPLY:**

- (a) *Interested and eligible students must send their applications, CV, areas of work interest along with two references in the prescribed application form. These applications need to be sponsored by the institution of the candidate seeking internship. From time to time, the Authority may also put out notice on its requesting Intern applications.*
- (b) *In case a candidate is willing to pursue his/her internship in a specific Integrated Check Post (ICP), application/ CV may be sent by post or submitted to the Admin Division of the LPAI.*
- (c) *Integrated Check Posts (ICPs)/ HQrs can also identify interns for specific area based on enquiry from academic institutions*

(vi) **SELECTION:**

- (a) *After the preliminary scrutiny regarding eligibility, the applications of shortlisted candidates will be placed before the committee constituted for selection, **In case of Integrated Check Posts (ICPs), the shortlisted applications will be forwarded to Integrated Check Posts keeping in view the preference of location of candidates.***
- (b) *Selection Committee at Headquarters as well as at ICPs will be constituted with the approval of **Chairman** LPAI consisting of Advisor (Admn) and Advisor(Legal/Finance).*
- (c) *The selection committee may conduct personal or telephonic interview, if required. No TA/DA shall be paid to candidates for attending the personal interview.*
- (d) *In case any relaxation is required the same shall be placed before Secretary LPAI for approval.*

(vii) DURATION OF INTERNSHIP:

- (a) *The minimum duration of internship shall be of eight weeks/two months, extendable up to three months, depending on the requirement of the Authority and time the intern is willing to spend with the Authority*
- (b) *Extension beyond three months shall be permitted only in exceptional cases on the recommendations of Advisor (Admn) and with prior approval of the Chairman LPAI*

(viii) CODE OF CONDUCT:

The intern appointed by the Authority shall observe the Code of Conduct of LPAI, which shall include but will not be limited to, the following:

- (a) *The intern shall follow the rules and regulations of the Authority that are in general applicable to employees of the Authority.*
- (b) *The intern shall follow the confidentiality protocol of the Authority and shall not reveal to any person or organization confidential information on the Authority, its work and its policies.*
- (c) *Interns may, with the prior permission of the Authority, present their work to academic bodies and at seminars and conferences. However, even for this purpose, information that is confidential to the Authority cannot 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 Authority.*
- (e) *Inters will follow the advice given to them by the Authority regarding representations to third parties.*
- (f) *In general an Intern may not interact with or represent the Authority vis-a-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf*

of the Authority depending on the nature of their roles and responsibilities.

- (g) No intern shall interact with or represent the Authority to the media (print and electronic).*
- (h) Interns will conduct themselves professionally in their relationship with the Authority and the public in general.*

(ix) PLACEMENT:

- (a) The Interns would be attached with one of the officers of Land Ports Authority of India (LPAI).*
- (b) The internship is neither a job nor an assurance of a Job with the Authority.*

(x) SUBMISSION OF PAPER:

- (a) Work plans and work schedules shall be developed by the supervisor and the interns shall invariably adhere to the same.*
- (b) The interns will be required to submit a Report/Paper on the work undertaken at the end of the internship to the respective Reporting Officer (Deputy Secretary, Admn.) as acceptance of successful completion of Internship.*

(xi) TOKEN REMUNERATION:

- (a) Interns will be paid a token remuneration @ Rs 10.000/- four weeks /per month per Intern*
- (b) Interns who are taken in after relaxation to the qualification outlined in pare iv (b) Shall not be paid any remuneration.*
- (c) The remuneration shall be paid after the completion of Internship on submission of Report duly accepted by the Reporting Officer.*

(xii) CERTIFICATE OF INTERNSHIP:

Certificates will be issued by the HQrs to the interns on the completion of Internship and submission of Report duly countersigned and accepted by the competent authority as stated above in Para x (b)

(xiii) TERMINATION:

- (a) The Authority may disengage from the intern if the Authority is of the view that the services of the Intern are no more required.*
- (b) The Authority may terminate the services of the Intern at any time without assigning any reasons and with immediate effect*
- (c) If the Intern decides to disengage from the Authority. he should provide 2 weeks prior notice. However, the Authority may in certain cases, particularly interns who plan to stay for more than 2 months, prescribe a notice period of up to one month, Notice period may be waived from time to time by the supervisor depending on the role of the Intern.*
- (d) Upon termination, the Intern must hand over to the Authority, any papers, equipment or other assets which might have been given to the Intern by the Authority in course of his work with the Authority. This will include any badges or ID Cards which may have been issued to the Intern.*
- (e) If it comes to the notice of the Authority that the person whose services have been terminated by the Authority continues to act in a manner which gives an impression that he is still working for the Authority, the Authority shall be free to take appropriate legal action against such person.*

ANNEXURE - 1

APPLICATION FOR INTERNSHIP WITH LAND PORT AUTHORITY OF INDIA					
1.	Name of the Applicant				
2.	Name and Address of Sponsoring Institution with contact details				
3.	Date of Birth (MM/DD/YYYY)				
4.	Gender				
5.	Educational Qualifications Degree Subject Institute Place Year of Passing % of Marks	Graduation	Post-Graduation	Any other	Any other
6.	Period of Internship	From Date		To Date	
		Option1		Option2	
7.	The place of Internship (LPAI headquarters or Regional Offices'				
8.	Please specify the area of expert, in which Internship is intended				
9.	Respective years of Experience				
10.	Any other				
11.	Total Years of Experience				
12.	Contact details				
13.	Applicant to write in Max 75 words as to why he she would like to engage in Internship with LPAI and also, how LPAI will benefit from their working.				
14.	Projects Undertaken				
15.	Project Preferences				
16.	Current Research (for research students only)				
17.	Two References and their contact details				

ANNEXURE – 2

INTERNSHIP NON-DISCLOSURE AGREEMENT

Date: 20.05.2020

Mr./ Ms.

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Dear **Mr./ Ms.**

RE: Internship with Land Ports Authority of India

Due to the privileged access that, hereinafter known as the “Intern” will have to the confidential information while interning at Land Port Authority of India hereinafter know as “Internship”, he/ she must sign this Non-Disclosure Agreement hereinafter know as the “Agreement”. “Confidential Information” means any information or secret of confidential nature relating to the workplace of the internship

Confidential information may include, but is not limited to, the following: trade secrets, proprietary information, customer information, customers list, methods, plans, document, data, drawings, manuals, notebooks, reports, model, inventions, formulas, processes, software, information system, contracts, negotiations, strategic planning, proposals, business alliances and training materials

In connection with being enrolled in the Internship, the Intern agrees to the following:

That he/ she has read and understands the above definitions of “Confidential Information’s” and agrees that he/ she will not at any time, both during and after the internship, communicates or disclose confidential information to any person, corporation or entity.

The Intern further recognizes and agrees that while enrolled in the internship, he/ she may become aware of non-public information regarding employees or associates, including, without limitations, actions, omissions, statements, or personally identifiable medical, family, financial, social, behaviour, or other personal or private information.

The intern agrees to not disclose any such information that he/ she learns at the internship to any other person or entity, unless required by applicable law or legal process.

IN WITNESS WHEREOF, I, the intern, have executed this Agreement on the of.....,20

Yours faithfully,
Intern’s Signature