



The Jammu & Kashmir Board of School Education

Rehari Colony, Jammu-Tawi/New Campus, Bemina, Srinagar (U.T of J&K)

NOTIFICATION

The Jammu and Kashmir Board of School Education invites applications on plain paper alongwith resume from eligible students pursuing Master in Computer Applications (MCA) for undergoing Six months' Internship Programme/Project Work of sixth semester in its offices of J&K U.T.

ELIGIBILITY:

- Students pursuing Masters in Computer Applications are eligible to submit the form for JKBOSE internship program. They shall have to produce a **No Objection Certificate** from their University/institution in the prescribed format.

TERMS & CONDITIONS



- The period of Internship/Project Work shall be for 24 weeks/6 months
- An Intern shall not be paid any remuneration/stipend.
- Interns will have to make their own arrangements for stay/accommodation at their own expenses and no HRA shall be paid.
- Interns shall be provided with necessary office work space. However, they should preferably have their own laptop.
- The candidates will be selected for internship on the basis of cumulative percentage of marks obtained in their last semesters of the course and personal interaction with the selection committee. However, maximum seats will be limited to ten in a year. (Five at Jammu and Five at Srinagar).The detailed information brochure along with guidelines is available on the official website of JKBOSE.

Interested candidates can submit their application at jkboseinnovationcell@gmail.com.

Applications for Internship should be submitted within 15 days from the issuance of this notification.

No: F (Acad-C)/Intern/MCA/2023.

Dated: 18-05-2023.


18/05/2023
Director Academics

18/05/2023

Copy to:-

- 1- All Joint/Deputy/Assistant Secretaries of the JKBOSE for information.
- 2- Deputy Director, CDR Wing J.D/K.D for information.
- 3- Assistant Secretary ITSS J.D/K.D. He is requested to ensure the uploading of the said notification on the JKBOSE Website.
- 4- Accounts officer J.D/K.D for information
- 5- Assistant Secretary/ Incharge Officer of Sub/Branch offices of the JKBOSE for information.
- 6- P.S to Vice-Chancellor of University of Jammu/Kashmir/CUJ/CUK/BGSBU/IUST/CLUJ/CLUS/all other universities for information of Concerned Vice-Chancellor.
- 7- P.S to Principal Secretary to Govt. School Education Department, Civil Secretariat, Srinagar/Jammu for information of Principal Secretary to Govt. School Education Department, J&K.
- 8- P.S to Chairman/Secretary for information of the Chairman/Secretary.
- 9- Incharge AIR Srinagar/Doordarshan Srinagar/Jammu/Ladakh/Shaharbeen for information.
- 10- Information officer K.D/J.D for information. He/she is requested to notify the said notification in local dailies
- 11- Notice Board/ concerned file.

JKBOSE Internship Scheme

The J&K Board of School Education (JKBOSE) announces the "JKBOSE Internship Scheme". This Scheme seeks to engage students pursuing Masters in Computer Applications recognized University/Institution, as "Interns". These 'Interns' shall be given exposure to various Divisions/Units within JKBOSE and would be expected to supplement the process of qualitative enhancement within JKBOSE

2. The internship will be on unpaid basis.

3. The Scheme

Name of the Scheme: JKBOSE Internship Scheme.

Purpose:

- To make the interns understand various Online/Offline services being provided by JKBOSE .
- To demonstrate the skills in monitoring of various services, programmes / Centrally Sponsored Schemes.
- To develop the skills necessary to compete for jobs in a technological environment that is undergoing rapid change.
- To develop effective tools of communication, presentation and leadership
- To develop softwares, modules, desktop/mobile applications etc. for various services of JKBOSE.
- Interns perusing last semester of MCA are invited for Internship.

Objectives of the Scheme: The Scheme has the following stated objectives:

- a.** To allow young academic talent to be associated with JKBOSE in order to work for mutual benefit
- b.** The Internship Programme aims to provide effective learning and training opportunities to the Interns about the functioning of JKBOSE during this internship period.
- c.** The framework of JKBOSE Internship Programme will also include aspects of supervision, organization, assessment and feedback.
- d.** At the end of internship, it is expected that there is increase in core competencies and improvement in knowledge, skills and attitude required by interns to effectively function as IT Professionals for achievement of goal of delivery of safe, affordable, accessible and effective system.

Internship:

(i) Internship shall be available throughout the year based on the requirements of JKBOSE.

(ii) Eligibility: Bonafide students of any recognized University/ Institution fulfilling following conditions are eligible to apply for the internship:

a.) Students pursuing Master's in Computer Applications who intends to complete Internship/Project Work of 6th semester .

(iii) **Period:** The period of Internship shall be six months. Interns not completing the requisite period will not be issued any certificate.

3.5 Logistics & Support: Interns will be required to preferably have their own laptops. JKBOSE shall provide them working space, internet facility and other necessities as deem fit by the concerned Heads of the sections/unit/offices. Intern, will have to make their own arrangements for stay / accommodation at their own expenses and no HRA shall be paid.

Procedure and conditions for Applicants:

Interested candidates may apply for JKBOSE internship on a plain paper alongwith resume on the email mentioned in the official notification of JKBOSE ,

Experience Certificate:

(i) A certificate regarding successful completion of internship shall be issued by the JKBOSE only after completion of internship period.

(ii) Applicants must also clearly indicate the area of their interest.

(iii) A candidate can apply for internship only once in a year.

(iv) The applicants who do not fulfill the eligibility conditions, their applications shall be rejected without any further notice.

(v) The selected applicants will have to produce original mark sheets and NOC **(as Annexure "A")** from the concerned college/institution at the time of joining, failing which his/her candidature shall be cancelled.

(vi) Those who have already undergone internship from some other organization need not to apply.

Procedure for Selection and Other Modalities of the Scheme:

(i) All the applications received will be made available to the concerned Heads of sections/Units/ offices in JKBOSE for further scrutiny and selection of eligible candidates.

(ii) The selected candidates may be asked by the concerned section/units/offices to submit the soft copy of their NOC from their Head of the Department/Principal by giving sufficient time before issuance of the offer letter by the JKBOSE. It also has to be indicated in the NOC that the student would not be registered for any course requiring his/her attendance in the class during the period of internship. The section/unit/office has to obtain the original NOC issued by the college/institution at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled by the JKBOSE.

(iii) Depending upon the number of applications received , JKBOSE reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.

(iv) The concerned heads of Divisions/Units and mentors shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed. Interns shall be required to submit a brief report/paper at the end of their assignment to the Heads of the concerned section/Units/offices about their learning experience.

(v) Interns shall keep confidential any or all unpublished information made known to him /her by concerned section/unit/office during/after the course of his/her internship, and not to publish any report or papers on the basis of information obtained during and after the completion of internship.

Attendance - While doing internship in JKBOSE, the candidate should ensure a minimum of 75% attendance and they will have to mark in and out time on daily basis. In case of less than 75% attendance, no extension of internship period will be allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of the concerned sections/units/offices.

It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned sections/units/offices only.

Scheme Review: JKBOSE reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the official website of JKBOSE

Relaxation: Chairman JKBOSE will have the power to relax any of the conditions mentioned above.

4. This issues with the approval of Chairman, JKBOSE.

Annexure-“A”

FORMAT FOR NOC TO BE OBTAINED FROM DEPT./COLLEGE/INSTITUTION

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

Dated:-

Subject:- No Objection Certificate for JKBOSE Internship Programme.

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

The <Institution/ College> has no objection for allowing this candidate for the Internship programme at JKBOSE 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 remained good/satisfactory/unsatisfactory.

(Signature and Seal)

Letter of Undertaking by Student

- 1) That I have applied for internship from to..... at JKBOSE, Rehari Colony Jammu/Bemina ByPass Srinagar.
- 2) I am not entitled to any remuneration in the form of stipend, salary or allowances of any kind by the JKBOSE.
- 3) I would abide by all the General rules and regulations of discipline and conduct at the JKBOSE office.
- 4) I will be liable to compensate to the JKBOSE for any loss or damage to JKBOSE property that may be caused by me during the course of training inside the JKBOSE office.
- 5) I will not be treated as employee of JKBOSE and as such will not be entitled to any compensation/allowance from the JKBOSE as provided to employees of JKBOSE.
- 6) I will not claim any advantage for employment in JKBOSE in future on the basis of this internship.
- 7) That I have read the entire internship scheme document and terms and conditions therein and I declare to abide by them.

Signature of the Candidate

Date:

Name of the Intern:

Father's Name:

Institute: Course/ Branch: