

## **SANSAD TELEVISION INTERNSHIP PROGRAMME (STIP)**

### **1. Name of the Scheme:**

Sansad TV Internship Programme (STIP)

### **2. Objectives:**

The objective of the Sansad TV Internship Programme is to offer young individuals a chance to acquaint themselves with every facet of working in a Television Channel. Additionally, it aims to provide the interns an opportunity to gain familiarity with the overall functioning of the Parliament in general.

### **3. Eligibility:**

- a) Open to Indian Citizens
- b) To apply for the internship, the candidate should have a steady academic performance throughout.
- c) Applicants must be student/Graduates/postgraduate students or research scholars enrolled in school or institution such as :
  - i. Top ten ranked (10) National Institutional Ranking Framework (NIRF) Colleges/Institutions/ Universities as per the latest ranking; or
  - ii. Institutions conferred status of Institute of National Importance (INI) by an Act of Parliament; or
  - iii. Institutions recognized as Institute of Eminence (IoE); or
  - iv. Public funded institutions/universities.

### **4. Number of Internship:**

The proposed selection of interns in a calendar year shall be decided by the CEO of Sansad TV.

### **5. Duration of the Internship:**

The internship duration can be 2-6 months with effect from the date of joining, which can be modified with the approval of the Competent Authority.

### **6. Advertisement:**

Advertisement for the Sansad TV internship will be published on the Sansad TV website for wider publicity.

### **7. Application/Selection Process:**

- i. Interested individuals who meet the internship eligibility criteria stated in Paragraph 3 are invited to apply for the internship by submitting their

application (Annexure-1) online to Sansad TV through email [stv.admn@sansad.nic.in](mailto:stv.admn@sansad.nic.in) .

- ii. Applicants who are currently enrolled in any Institution/University are required to send a No Objection Certificate (Annexure-II) signed/attested by the head of their institution/department/registrars along with their application.
- iii. Applicants not currently enrolled in any Institution/University should submit their application along with copies of their degree certificate/mark sheet.
- iv. The internship applications will be reviewed Sansad TV.

#### **8. Deployment of Interns:**

The interns will be assigned to various departments within Sansad TV, encompassing both technical and editorial areas. This placement aims to enhance their comprehension and provide a first-hand experience of how Sansad TV operates. They will be responsible for fulfilling their assigned duties, which include contributing valuable inputs for Sansad TV program content. This involves researching and analysing policy matters, relevant national and international news/events, as well as critically examining bills and legislations. Additionally, the interns will contribute to the improvement of Sansad TV by utilizing emerging information and communication technologies. They will also assist with the technical aspects of program production on Sansad TV.

#### **9. Logistical Support:**

The selected interns will receive essential resources such as a designated workspace, a desktop with internet access, and the opportunity to utilize the Parliament Library for referencing books, reports, debates, and other relevant publications related to their field of study or work.

#### **10. Terms and Conditions:**

- I. The internship shall be for a period of one/two months with effect from date of joining, or as decided by Sansad TV.
- II. Initially your engagement as intern will be provisional subject to verification of the certificates/documents submitted by you from the institutions/organisations where you have studied/worked.
- III. You shall immediately communicate to your reporting head, any pre-existing Criminal case at the time of joining and as soon as possible if it is filed after your joining. In case of any adverse report the engagement is liable to be terminated.
- IV. You shall immediately communicate to your reporting head of any change in your current residential address.
- V. You shall not be entitled to any fee/honorarium or any allowances like House Rent Allowance, City Compensatory Allowance, Transport Allowance, Leave Travel Allowance, Medical Allowance etc.
- VI. You shall be entitled to leave as per the extant guidelines and as modified from time to time.

- VII. You shall be required to work full time on six days-a-week basis with a flexible weekly off for a day. Sansad TV presently has an 8 hour shift. You may be required to perform duties beyond the normal shift as well in view of the exigencies of work as and when required.
- VIII. You shall ordinarily be stationed at the headquarters of Sansad TV in New Delhi. However, when required, you have to proceed to or work in any part of India or abroad as part of official assignment. For such assignments, you shall be entitled to reimbursement of expenses incurred by you on travel, boarding and lodging. Your entitlement for such expenses shall be determined at the sole discretion of Sansad TV.
- IX. You shall be required to work assigned in Sansad Television and perform any other work as may be assigned by CEO, Sansad TV or any supervisory officer/ professional designated by CEO.
- X. During the period of internship, if you are found negligent or ineffective in the performance of your duties, the organization after giving you an opportunity to justify yourself, may terminate your internship. The decision to terminate the internship based on performance below expectation or otherwise will be at the sole discretion of the organization.
- XI. During the course of your internship, you may come across/have access to certain vital information, trade secrets, proprietary information, financial matters, organization related information which are sensitive to the interest of Sansad TV/Rajya Sabha Secretariat/Lok Sabha Secretariat/Parliament of India (confidential information). You shall not disclose or divulge except under legal obligations, any confidential information. The obligation to maintain confidentiality shall survive the expiry/termination of the present contractual engagement for service. You shall refrain from sharing views on any such sensitive information on any social media sites or becoming part of any group on such social media apps which is detrimental to the interest of organization while performing your official duties. If any failure or lapse is noticed, you shall be liable for appropriate penal/ legal action.
- XII. All rights including copyright of and in relation to any work done by you during the period of your internship on behalf of Sansad TV shall vest with Sansad TV.
- XIII. You shall not be entitled either to claim any right of any kind whatsoever and/ or to use any work done by you during the tenure of engagement as well as at any point of time in future after the expiry of the period of internship. Any work done by you during the internship period shall be the exclusive property of Sansad TV and shall be used by it at its discretion.
- XIV. The engagement as intern does not entitle you to claim regular appointment in any capacity whatsoever in Sansad TV/Rajya Sabha Secretariat/Lok Sabha Secretariat.
- XV. Your engagement as intern can be terminated without assigning any reason, at any time during the term of engagement or by giving one week notice by either side.

- XVI. You shall maintain absolute integrity and devotion to duty. You will ensure that your behaviour, at no point of time during the period of engagement, in any way, brings disrepute to the name and image of Sansad TV/Parliament of India/Rajya Sabha Secretariat/Lok Sabha Secretariat.
- XVII. While discharging your duties, you shall observe utmost civility towards the visitors, your senior officers, fellow employees and all such persons who shall be dealing with you in official capacity.
- XVIII. You will be subject to the rules and regulations, order and instructions as may be/are laid down by the organization in relation to conduct, discipline and other matters for contractual engagees. Any act of misconduct and indiscipline on your part will be viewed seriously and may result in immediate termination of engagement.
- XIX. During the tenure of your internship, you shall not take any other assignment or work with any other organization whether by way of employment or otherwise nor shall you join any other organization in any capacity whatsoever.
- XX. Without prejudice to the above provision, you confirm that you have declared to Sansad TV all of your business interests existing on the date on which your internship commences, whether or not they are similar to or in conflict with the business/activities of Sansad TV. If these interests change during the term of your internship, you will promptly notify Sansad TV.
- XXI. **Code of Conduct in respect of Social Media**: Sansad TV respects the right to freedom of speech and expression of all its interns and such right duly extends to use of social media by them, viz. Face Book, WhatsApp, Twitter and all social media channels. However, in the interest of the organisation as also the overall public interest, it has been considered appropriate to prescribe following code of conduct for scrupulous observance by all the professionals/interns while using social media:
- A). Use of social Media in Individual Capacity**
- i. Language used in the posts shall be polite, courteous and dignified. Use of foul or abusive language shall be avoided.
  - ii. Content posted through social media accounts of interns shall not be prejudicial to the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order and decency or morality. Such content shall also not be in contempt of court, defamatory or likely to cause incitement to an offence.
  - iii. Posted content shall not intrude into privacy of other individuals. Revealing personal details of other persons shall be avoided.
  - iv. Interns shall clearly reveal their true identity in their personal social media accounts. Running personal accounts in fake names is not acceptable.
  - v. Interns shall not post their personal comments or views on official social media platforms of Sansad TV.
  - vi. Any view, comment, or post in conflict with organizational interest and reputation shall be considered as serious indiscipline.

- vii. While expressing views, making comments and forwarding posts from their personal social media accounts, interns shall not give any impression, either directly or indirectly, that they are doing so in their official capacity or expressing official viewpoint of Sansad TV.

**B) Use of social Media in Official Capacity**

- i. Interns, dealing with official social media accounts of Sansad TV in their official capacity, shall strictly confine themselves to their assigned duties and responsibilities in respect of such accounts.
  - ii. No view or opinion shall be expressed by interns on the social media in their official capacity, unless specifically authorised to do so. If and when so authorised, views or opinions thus expressed, shall strictly conform to the brief given in this regard by the competent authority.
- XXII. In case of a dispute or difference between you and Sansad TV as to the construction, meaning, effect, interpretation or application of the above-mentioned terms and conditions, or any matter/s related thereto both sides shall endeavour to resolve the same amicably through mutual discussions and negotiations. In the event of non-resolution of the dispute or difference through the means of negotiations within a period of thirty days, the same shall be referred to a mutually appointed Sole Arbitrator who shall conduct the arbitration as per Arbitration and conciliation Act, 1996 as amended from time to time.
- XXIII. The place of arbitration shall be Delhi and the Courts in Delhi shall have exclusive jurisdiction in respect of the disputes arising between the parties.
- XXIV. Your conduct and performance shall be periodically monitored by Sansad Television.

**Director (Admn.)**

**ONLINE APPLICATION FORM FOR  
SANSAD TV INTERNSHIP PROGRAMME**

1. Name(in block letters).....

2. Father's Name(in block letters).....

3. Date of Birth .....

4. Address for Correspondence.....

Tel./Mobile No.....

Email:.....

5. Permanent Address.....

6. Name of the institution where currently studying (with address)

Telephone.....Fax.....

7. Educational Qualifications:

Certificate/ Degree	Percentage of Marks/Grades	Institution	Year

8. Please compose a paragraph of approximately 150 words explaining why you believe you are deserving of this internship opportunity:

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.....

I certify that the statement made in this application form is true to the best of my knowledge.

Applicant's Signature.....

Date.....

Name and Address.....

.....

Passport size Photograph

*(To be printed on Letter head of the School/Institution/University)*

**No Objection Certificate**

Mr./Ms..... son/daughter of .....

has is currently a student/ enrolled in the Department of .....

..... in ..... school/college/University.

He/she wishes to apply for the Sansad TV Internship Programme for the Month of .....

..... 2024. He/she fulfils the basic eligibility criteria laid down for the Sansad TV Internship Programme.

This Institution/University has no objection in his/her undergoing Sansad TV Internship Programme for the above mentioned period.

Principal/Registrar/Head of Department  
(Name, Signature with Stamp)