

**National Anti- Doping Agency  
Internship Policy  
GUIDELINES**

**1. Internship**

Internship shall be available throughout the year based on the requirements of NADA.

**2. Eligibility**

Bonafide students of any recognized University/Institution within India, preferably studying Law, Life Sciences, and Social Sciences, fulfilling following conditions shall be eligible to apply for the internship: -

- (a) Undergraduate students, having completed/appeared in the term end exams of second year/ 04<sup>th</sup> semester of the bachelor degree programme.
- (b) Post-Graduate students having completed/appeared in the term end exams of first year/ 02<sup>nd</sup> semester of their post-graduate programme
- (c) The students who have appeared in the final examination of their degree programme or just completed Graduation/Post Graduation and waiting for admission for higher studies may also be considered for internship provided that: -  
The period between the month of declaration of result of final exam and the desired month of internship shall not exceed six months e.g., if the result is declared in the month of June, then he/she can apply for internship beginning till the month of December.

**3. Period**

The period of Internship shall be at least four weeks but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.

**4. Logistics and Support**

Interns shall be required to have their own laptops/devices.

**5. Selection Procedure**

- i. Applications received online will be accessed two times in a year.
- ii. All the applications will be made available to the 'Selection Committee', constituted by the Director General and Chief Executive Officer (DG & CEO), NADA for further scrutiny of the applications and thereafter, selection of eligible candidates through an interview.
- iii. The number of interns that each Section of NADA may take shall be decided by the DG & CEO, NADA and may be relaxed beyond the decided number with the permission of the DG & CEO, NADA. The decision of the DG & CEO, NADA regarding the suitability of a candidate as intern shall be final and binding.
- iv. The selected candidates shall be promptly informed about their selection in the said Internship programme of NADA.
- v. Depending upon the number of applications received against a particular impact area, NADA reserves the right to change the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.
- vi. The concerned Sections of NADA shall be responsible for ensuring that the work allocated and output mutually agreed upon with the intern is satisfactorily completed.

**6. Conditions for Applicants**

- 6.1 Interested applicants may apply online only through the NADA website (<https://nadaindia.yas.gov.in/start-the-internship/>).

- 6.2 A candidate can apply for the internship only once during an academic year.
- 6.3 The applicants who do not fulfill the eligibility conditions, their applications shall be rejected automatically.
- 6.4 The selected applicant has to produce original mark sheets and No Objection Certificate (NOC) from the college/institution at the time of joining, failing which his/her candidature shall be canceled. It also has to be indicated that the applicant would not be registered for any course requiring his/her attendance in the class during the period of internship.
- 6.5 During the period of engagement, the intern shall be subject to the provisions of the Indian Official Secrets Act, 1923, and hence shall not divulge any information or documents gathered during the period of assignment in NADA and thereafter to any person/office, not authorized to have the same.

## **7. Report**

The intern shall record the daily activity in a record book with reference to the observations, impressions, information gathered and suggestions given, if any. Intern's record book should be submitted at the time of evaluation.

At the end of the internship, interns shall prepare a report and the same may be reviewed by the Evaluation Committee duly constituted by the DG & CEO, NADA. The report prepared by the intern and the daily record book, will be the sole property of NADA and no information of any kind shall be used for any purpose without the approval of NADA.

## **8. Attendance**

During the internship, the candidate should have a minimum of 75% attendance and 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 record of attendance and the details of work done by the interns shall be maintained by NADA.

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FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION

(To be given on Letter Head)/ To be signed by HOD/Principal/Vice-Chancellor/Registrar

**Dated:-.....**

**Subject: No Objection Certificate for NADA's Internship Programme**

It is certified that <Mr./Ms.> \_\_\_\_\_ is a bonafide student <College ID No.> of <Semester/Year> of <Name of the programme> of the <Institution/College>.

2. The <Institution/College> has no objection for doing the Internship programme at NADA 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.
3. The conduct of the student as recorded by the <college/institution> has been found good/satisfactory/unsatisfactory.

(Signature and Seal)