

NHA Internship Guidelines

1. PURPOSE

In supersession of the previous guidelines dated May 2018, NHA announces the revised NHA internship guidelines for the NHA Internship Programme. The Programme seeks to engage students who are recent graduates/post-graduates/doctorates or are pursuing Under Graduate/Post Graduate Degrees enrolled in any recognized University/Institution within India or abroad, as “Interns”. The “intern” shall be given exposure to various departments within NHA and would be expected to contribute to improve the existing systems and processes at NHA. “Interns” at NHA will gain exposure to various facets of implementation of two key initiatives of the NHA: Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (AB PM-JAY) and National Digital Health Mission (NDHM).

2. ABOUT NHA

The National Health Authority (NHA) is responsible for overall vision and stewardship for design, roll-out, implementation and management of Ayushman Bharat - Pradhan Mantri Jan Arogya Yojana (AB PM-JAY) in alliance with state governments. PM-JAY provides financial protection (Swasthya Suraksha) to 10.74 crore poor, deprived rural families and identified occupational categories of urban workers’ families (more than 50 crore beneficiaries). It offers a benefit cover of Rs. 500,000 per family per year (on a family floater basis). Over 1,394 packages covering surgery, medical and day care treatments, cost of medicines and diagnostics are covered under PM-JAY for the beneficiary families. One of the largest interventions of its kind, PM-JAY promises to revolutionize Indian healthcare ecosystem. Details are available at pmjay.gov.in. NHA is also implementing pilot of National Digital Health Mission which aims to create interoperable digital health platform for the nation. Details are available at ndhm.gov.in.

3. DEFINITIONS:

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

- (i) “NHA” means National Health Authority
- (ii) “Competent Authority” means the Chief Executive Officer, National Health Authority
- (iii) “Intern” is the selected personnel, who wants to work for mutual benefit with the NHA, on a full-time basis with the sole purpose of enriching his/her knowledge in the area of expertise.

- (iv) “Area of Expertise” means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

4. ELIGIBILITY:

(i) Students from recognized universities who have secured at least 70% marks in their Intermediate examination and are:

(a) pursuing an undergraduate degree, and are in the 2nd/3rd year of the 10+2+4 pattern of education with at least 70% marks or equivalent CGPA

OR

(b) pursuing integrated degree course or dual degree and are in the 4th/5th year of the 10+2+5 pattern of education with at least 70% marks or equivalent CGPA in their undergraduate degree

(ii) Candidates who have graduated with at least 70% marks or equivalent CGPA in their undergraduate/graduate degree and having exposure in the areas of the intended internship.

Candidates with good academic background and having higher qualification shall be given preference for the internship programme. The illustrative broad areas / sub-areas of Internship are appended in annexure ‘A’.

5. DURATION OF INTERNSHIP:

The internship shall be offered on a rolling basis throughout the year based on the requirements of the NHA. The minimum duration of internship shall be of six weeks, extendable up to six months, depending on the performance of the candidate, requirement of the NHA and the time the Intern is willing to spend with the NHA.

6. HOW TO APPLY:

- (i) Interested applicants may apply **online only** in the address link to be indicated in the website of NHA or by email. The interns shall have to submit their application at least 15 days prior to their intended start date of the internship.
- (ii) Applicants must indicate up to 3 areas of interest from the list provided in annexure ‘A’
- (iii) A candidate can apply for internship only once during a financial year.
- (iv) The applicants who do not fulfil the eligibility conditions, their applications shall be rejected.
- (v) The selected applicant must produce mark sheets and No Objection Certificate from the college/ Institution (in case still studying) at the time of joining, failing which his/ her candidature shall be cancelled. A template for the NOC has been appended in Annexure ‘B’.

7. SELECTION:

- (i) The Interns will be shortlisted and selected by the respective Verticals/ Units/ Divisions for their concerned domain.
- (ii) For selection of interns, personal or Skype Interview, may be conducted, if deemed necessary. No TA / DA shall be paid to candidates for attending the personal interview.
- (iii) List of selected candidates would be displayed on the web portal and/or the candidates shall be intimidated over email.

8. CODE OF CONDUCT:

The Intern appointed by the NHA shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- (i) The Intern shall follow the rules and regulations, which are in general applicable to employees of the NHA.
- (ii) The Intern shall follow the confidentiality protocol of the NHA and shall not reveal to any person or organization confidential information relating to the NHA, its work and policies. The intern shall also be signing a non-disclosure agreement upon their joining the NHA.
- (iii) The Intern shall not claim any intellectual property right, of work done at the NHA and must strictly maintain the confidentiality of NHA's intellectual property. Any violation/infringement will be viewed adversely against the Intern as well as the institution to which he/she belongs and may invite appropriate action.
- (iv) The interns shall have no claim whatsoever on the results of the project work. The NHA retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.
- (v) Interns may, with the prior permission of the NHA, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the NHA cannot be revealed under any circumstances.
- (vi) 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 NHA.
- (vii) Interns will follow the advice given to them by the NHA regarding representations to third parties.
- (viii) In general, an Intern may not interact with or represent the NHA vis-à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the NHA depending on the nature of their roles and responsibilities.

- (ix) No Intern shall interact with or represent the NHA to the media (print and electronic).
- (x) Interns will conduct themselves professionally in their relationship with the NHA and the public in general.
- (xi) Interns are required to be present at the NHA premises during working hours, unless otherwise permitted by the Supervisor/Mentor in writing. (xii) The Intern must make his/her own accommodation arrangement during the internship.
- (xiii) Interns will be required to have their own laptops. NHA shall provide them working space, internet facility and other necessities as deemed fit by the concerned Heads of the divisions.
- (xiv) While doing internship in NHA, the candidate should have a minimum of 85% attendance, and they must mark in and out time on daily basis. In case of less than 85% attendance no extension of internship period is 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 Verticals/ Divisions/ Units.

9. CONFLICT OF INTEREST:

Interns working with NHA are bound by NHA's conflict of interest and Non-Disclosure Agreement documents. A declaration of No Conflict of Interest and Non-Disclosure Agreement between NHA and Interns shall be executed.

10. ACCESS TO NHA DATA AND INFORMATION:

Interns will not be provided access to any sensitive or confidential information with respect to NHA. Interns shall abide by NHA's Information Security Policy, Privacy Policy and other such Policies and guidelines as intimated by NHA.

11. WORK ALLOCATION:

- (i) Every batch of Interns or individual Interns, as the case may be, will have a Project Supervisor/Mentor from NHA.
- (ii) The internship is neither an employment nor an assurance of an employment with the NHA.

12. SUBMISSION OF REPORT/PAPER:

- (i) Work plans and work schedules shall be developed by Supervisor/Mentor and the Interns shall invariably adhere to the same.

(ii) The Interns will be required to submit a Report on the work undertaken at the end of the internship to the NHA.

13. REMUNERATION:

The internship will be on unpaid basis.

14. COMPLIANCE OF LAWS:

- (i) Interns appointed by NHA shall adhere to all applicable laws of India.
- (ii) Applicable laws of India shall mean any statute, law, ordinance, notification, rule, regulation, judgment, order, decree, bye law, approval, directive, guideline, policy, requirement, or other governmental restriction or any similar form of decision applicable to the relevant party and as may be in effect on the date of the Intern's engagement with NHA and during the subsistence thereof, applicable to the Project or regulatory compliance obligations laid down/notified by Government of India and NHA, including but not limited to, consent management, privacy & security of data, sharing & protection of data.

15. CERTIFICATE OF INTERNSHIP:

Certificates will be issued by the head of the vertical at NHA to the Interns on the completion of internship.

16. TERMINATION:

- (i) The NHA may disengage an Intern if the NHA is of the view that the services of the Intern are no more required.
- (ii) The NHA may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- (iii) If the Intern decides to disengage from the NHA, he/she should provide 2 weeks' prior notice.
- (iv) Up on termination, the Intern must hand over to the NHA, any papers, equipment or other assets which might have been given to the Intern by the NHA in course of his project work with the NHA. This will include any badges or ID Cards which may have been issued to the Intern.
- (v) If it comes to the notice of the NHA that the person whose internship have been terminated by the NHA continues to act in a manner which gives the impression that he/she is

still interning for the NHA, the NHA shall be free to take appropriate legal action against such person.

(vi) The Competent Authority may initiate appropriate action against erring person and decision of the Competent Authority would be final and binding on the person.

17. POWER TO REMOVE DIFFICULTIES:

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

Annexure 'A':

Domains/ Areas available for Internship

1. Procedure Pricing and Hospital Network Management
2. Health Policy and Quality Assurance
3. State Coordination & Capacity Building
4. Information, Education and Communication
5. IT Systems Strengthening
6. Monitoring & Research and Data Analytics
7. Beneficiary Engagement and Grievance Management
8. Administration and Legal Management
9. Operations and Finance
10. Digital health

Annexure 'B'

Format for NOC to be obtained from College/Institution

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

Dated :- <Date>

Subject: - No Objection Certificate for NHA 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 <Mr./ Ms.> _____ doing the Internship programme at NHA 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)