

Office Order

In terms of decisions taken by the Authority as contained in Proceeding No. 7 of the 85th Meeting of BIADA Board of Director's (as communicated vide memo no. 3508 dated 29.05.2023), the Interns Policy for allowing young academic talent to be associated with the BIADA has been approved and hereby circulated.

Further, the objective of this policy is to engage young academic on Internship basis for a period of 6-8 weeks depending on Colleges/Institutions' guidelines for allowing them to know about the Government functioning, policies, schemes of BIADA and Department of Industries. Further, this policy will support the Industrial Development Activities and planning, sectoral development, investment promotion, legal acumen and start-up promotion etc.

This order is enforceable with immediate effect.

Encl:- BIADA Internship Policy,2023.

Sd/-

Executive Director [Operations]
BIADA, Patna

Memo No...3547/ESH

Date:- 31/05/23

Copy to:- Executive Director, South/ Executive Director, North/ D.G.M. [Legal]/D.G.M. (I.P.)/D.G.M. [Finance]/ D.G.M., Technical/ All D.G.M. (I.D) of all cluster/IT Section, BIADA/ D.G.M. H.R/ M.D. Cell for information and needful.

31/5/23
Executive Director [Operations]
BIADA, Patna



Internship Policy
Of
Bihar Industrial Area Development Authority (BIADA)

Chapter: 1 Background:

Bihar Industrial Area development Authority, BIADA has been pioneering since 1974 and has achieved several milestones in past and has also witnessed a buoyant growth in recent years due to advent of business friendly policies and regulatory interventions.

Adding feather in its cap, BIADA announces another policy pertaining to hiring interns to boost the workforce by engaging students pursuing Graduate/Post Graduate courses/degrees having enrolled in recognised University/Institutions as 'Interns'. These 'interns' shall be given exposure to various verticals/domains within BIADA. For the 'Interns' the exposure to the functioning of the BIADA may be add-on in furthering their professional and future interests.

Chapter:2 Objective of the Policy:

- Allowing young academic talent to be associated with the BIADA.
- Providing opportunity to know about the Government functioning, policies, schemes of BIADA and Department of Industries, Government of Bihar and contribute towards analysis, policy formulation, briefing reports, etc.
- Supporting in industrial development activities and planning, sectoral development, Investment promotion and Start-up promotion etc.

Chapter: 3 Vacancy (Availability of seats)

HR section, BIADA shall advertise vacancies twice in a year through Electronic/Print media/Social media for inviting applications from interested students to work with BIADA as interns.

The details of section wise availability of seats are as follows.

SN	Section	No of seats available
1	Investment Promotion	10
2	Industrial Development	10
3	Legal	05
4	Information Technology	05
5	Human Resources	05
	Total	35

Note: Number of seats may be increased or decreased based on requirements.

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Chapter: 4 Eligibility Criteria

The hiring of Interns shall be done from recognised Universities/Institutions. Students fulfilling following conditions are eligible to apply for the Internship:

- Management Graduates having completed/appeared in the term and exams of the 1st year or 2nd year and secured not less than 60% or equivalent marks in Graduation.
- Engineering Graduates having completed/appeared in the term and exams of the 3rd year or 4th year and secured not less than 60% or equivalent marks in Graduation.
- Law Graduates having completed/appeared in the term and exams of the 4th year or 5th year and secured not less than 70% or equivalent marks in Senior secondary.
- **Final Screening** of students shall be done by the BIADA through interview.

Chapter: 5 Period of Internship:

- Period of Internship shall be a customized 6- 8 weeks depending on colleges/institutions 'guidelines for allowing students for internship. Probable month period of internship under this policy would happen twice in between May-June and November-December every year.

Chapter: 6 Logistics Support

- Interns will be required to have their own laptops. BIADA will provide them working space and internet facility.

Chapter: 7 Experience Certificate

- An experience certificate regarding successful completion of Internship shall be issued by the BIADA.

Chapter: 8 Places of Deployment for Internship

- Interns will be deployed at the following offices within BIADA as and when required:
 - i. Bihar Industrial Area Development Authority, HQ Patna
 - ii. Cluster office of Bihar Industrial Area Development Authority

Chapter: 9 Stipends

- Interns will be eligible for monthly stipend of INR 15,000/ per month. As a whole, INR 22,500 for **six weeks** and INR 30,000 for **8 weeks** shall be paid.

Chapter: 10 Procedures and General conditions for hiring Interns

- Desired candidates shall be hired from the following reputed Universities/Colleges and Institutions but **not restricted to**:
 - a. IIM Bodhgaya
 - b. IIT Patna
 - c. NIT Patna
 - d. Chanakya National Law University (CNLU), Patna
 - e. Chandragupta Institute of Management Patna (CIMP), Patna
 - f. BIT, Patna

g. ISM, Patna

h. Other Engineering Colleges/Management Institutions.

- Hiring process would be done centrally and students would be deployed to cluster offices as per field requirement.
- Candidates who do not fulfil the eligibility conditions their applications shall be rejected.
- Candidates need to submit photocopy of their mark sheets at the time of hiring to the Authority.
- Candidates must select any two areas of Interest (Investment Promotion/Industrial Development/Legal/HR, etc).
- Candidates need to submit their report on the work they were deployed post completion of their tenure.
- Candidates should have a 100% attendance except holidays and Sundays.
- Students have to follow the office timing for arrival and departure from the office on daily basis.

M.S.

