National e-Governance Division (NeGD)
Digital India Corporation (DIC)
Ministry of Electronics & Information Technology (MeitY)
Government of India

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NON-TECHNICAL INTERNSHIP (WINTER PROGRAMME - 2026)

ELIGIBILITY FOR NON-TECHNICAL INTERNSHIP

a. Students from recognized universities in India who have secured at least 60% marks in the last held degree or certificate examination and who have completed education under the 10+2+3 pattern of education i.e. students who have completed 15 years of formal education,

   Or who are pursuing pre-final or final year of Engineering in the 10+2+4 pattern of education
   Or who are pursuing pre-final or final year of Diploma/Certificate course**.**
   Or who is pursuing pre-final or final year in the integrated degree course or dual degree of 10+2+5 pattern of education.

b. The qualification may be relaxed in deserving cases based on need of NeGD on prior approval of Competent Authority.

c. Possessing minimum qualifications as above shall not guarantee an Internship in NeGD. Candidates who have exposure in the intended internship with a good academic background and having higher qualifications based on need shall be given preference.

INTEREST AREAS & NUMBER OF INTERNS FOR NON-TECHNICAL INTERNSHIP

Sl No.	Role	Role description	Number of interns
PROGRAMME MANAGEMENT			**05**
1.	Policy, Documentation Support & Monitoring & Reporting	• Assist in preparing Standard Operating Procedures (SOPs), BRDs, policy analysis documents / GAP analysis, help in maintaining and updating project status trackers or documentation repositories. • Track KPIs, milestones, or progress of projects. Support in drafting weekly / monthly status reports. Update dashboards or monitoring tools (Excel / Google Sheets). • Prepare briefs / concept notes.	
2.	Strategic Planning Activities	• Contribute to research, background material, and benchmarking to support planning for new programmes. Summarize policies, case studies, and initiatives for internal references. • Conduct research on similar digital transformation programmes across sectors or geographies. Compile learnings that could inform strategy or implementation. • Assist in tracking programme-level compliance with timelines, budget reporting, or deliverables, and help prepare input for periodic reports or audits.	
3.	Data Analytics	• Assist in curating and organizing datasets, helping ensure data is clean, well-labelled, and ready for analysis. • KPI defining, drafting case studies, data success stories, or visual summaries of findings for broader communication.	

		• Conducting secondary research on data use in governance, such as how other countries use analytics in public service delivery, and compiling best practices for internal learning
4.	Artificial Intelligence & Machine Learning	• Automated KPI tracking and dashboard updates and pattern recognition to detect performance trends. • Smart document search and tagging using Natural Learning Processing (NLP) for templates, reports, and past cases. • To identify unusual delays or dropouts in activities. • Use AI to review internal documents for clarity, redundancy, or outdated content.
AWARENESS AND COMMUNICATION		**02**
5.	Content Writing, Design & Visual Content Support	• Draft social media posts, captions, or threads for platforms like Twitter, LinkedIn, Facebook. • Write blogs, articles, and newsletters related to Digital India, government digital services, or success stories. • Help prepare press releases, media briefs, or content for campaigns. • Use tools like Canva, PowerPoint, or Photoshop to create posters & banners.
6.	Campaigns research, Events & Outreach Support	• Research target audiences, channels, and key messaging strategies. • Help brainstorm creative ideas for future campaigns or social media strategies. • Support logistics and planning for outreach events, conferences, and exhibitions. • Draft event invites, agendas, anchor scripts, and speaker notes. • Help with registration, feedback collection, or post-event reporting.
CAPACITY BUILDING		**02**
7.	Training Programs support, Content & Curriculum Assistance	• Help review or proofread training materials, presentations, or case studies. • Organize or maintain learning content libraries (videos, PDFs, slide decks). • Assist in structuring online courses on platforms like iGOT or LMS portals.
8.	Event Management & Logistics	• Help organize on-ground or virtual training sessions, including logistics, invites, registration. • Creation of invites and briefing notes. • Assist with coordination during sessions (e.g., moderation, timekeeping, chat support).
9.	Data Privacy & Securities	• Assisting in researching global and national data protection laws, frameworks, and best practices, and help in preparing briefs, comparative analyses, or policy summaries to support decision-making. • Drafting or reviewing awareness content, such as DPDP Act, guides, FAQs, or presentations to educate government officials and citizens on data privacy rights and responsible data practices.
10.	Internet of Things / New & Emerging Technologies / Cloud Computing	• Assist in researching policy frameworks, global IoT use cases, etc. • Content development by preparing awareness material, infographics, or simplified explainers for government stakeholders on how IoT-based solutions can drive better service delivery. • Research on global trends and policy approaches related to technologies like AI, blockchain, drones, metaverse, and quantum computing, especially in the context of public service delivery and digital governance. Preparing briefing notes, policy summaries, and comparative studies on how other governments are adopting these technologies would be valuable. • Organizing and documenting cloud adoption frameworks, usage guidelines, and best practices to help departments understand and

		utilize cloud services effectively. Preparing non-technical summaries, FAQs, and explainer documents about cloud policies and procedures. Organizing training sessions or workshops, managing logistics, drafting content, and capturing participant feedback.	
TECHNOLOGY MANAGEMENT			**02**
11.	Knowledge Management	• Organize and streamline Standard Operating Procedures (SOPs) or manuals. Maintain dashboards or Excel trackers with info like SLAs, usage stats, project timelines. • Support in maintaining a knowledge repository of best practices, case studies, or vendor documentation. • Convert technical writeups into non-technical explainer docs or infographics. • Prepare simplified, citizen-facing content for e-service awareness. • Study emerging trends in e-services, cloud infrastructure, data centres, etc., and write short briefs.	
PROJECT APPRAISAL			**01**
12..	Documentation, Templates and Guidelines	• Identify common errors or gaps found in submitted proposals and suggest updates to templates or submission guidelines to improve clarity for future applicants. • Organize project files, reports, and proposal documentation systematically (digitally or physically), ensuring ease of access and version control for the team. • Create concise summaries, comparison sheets, or key-point extracts of proposals to support decision-makers in quickly understanding and comparing multiple submissions. • Update Excel sheets or digital dashboards to track proposal status, pending inputs, deadlines, and approvals. This ensures better visibility and follow-up for all proposals.	

DURATION OF NON-TECHNICAL INTERNSHIP

1.1. Internship Program will be conducted twice a year - Summer Internship Programme and Winter Internship Programme.

1.2. The minimum duration of the internship shall be two months, extendable up to one month (total three months), depending on the performance of the candidate, requirements of NeGD and time the intern is willing to spend with NeGD.

1.3. Every batch of interns or individual interns will have a Mentor from NeGD preferably HOD of the Division / Project.

Tentative Calendar for Internship Programme

Description	Winter Internship Programme
Announcement of Internship Programme – Tentative Date	2nd week of November
Invitation/ Publishing of Advertisement	2nd week of November
Last Date for Receipt of Application	20th November
Selection of candidates	Last week of November
Intimation of Selection to Colleges / Candidates	1st week of December
Internship Period (Tentative)	December to February (extension up to March)
Awarding Certificate / Stipend	After completion & receiving approvals of mentor

HOW TO APPLY FOR NON-TECHNICAL INTERNSHIP

a. Interested and eligible students must submit their applications in the prescribed application online form (mentioned below).
b. These applications mandatorily be sponsored /forwarded by the Institution where the applicant is currently enrolled in or has recently passed out.

SELECTION CRITERIA FOR NON-TECHNICAL INTERNSHIP

a. Interns will be shortlisted based on marks in the qualifying degree and will be selected for the internship through interviews / based on the judgement by the internal selection committee as per the NeGD's requirements.
b. Weightage to top 100 colleges per year as per ranking given by National Institutional Ranking Framework by Ministry of Education.
c. The selection of the candidate will be based on the prescribed weightage formula.

STIPEND & CERTIFICATE FOR NON-TECHNICAL INTERNSHIP

a. A token remuneration of Rs. 15,000/- per month would be paid to an Intern, subject to satisfactory performance, duly certified by the Mentor.
b. **The remuneration shall be paid after the completion of complete tenure of internship on submission of Report duly accepted by NeGD.**
c. Certificates will be issued by NeGD to the interns on the completion of Internship and submission of Report duly countersigned and accepted by the Competent Authority.

APPLICATION FORM LINK

https://forms.gle/28rgUkPv671ZY6FP7

LAST DAY OF SUBMISSION OF APPLICATION FORM

The last date for submission of the Internship Application Form is i.e, 20th Nov 2026 (Friday).

**For general guidelines please refer to Internship Policy on NeGD's website i.e., https://negd.gov.in/.*