

Annexure B

Internship Guidelines

1. Objective and Purpose

- a) The Land Ports Authority of India (LPAI), a statutory body under the Department of Border Management, Ministry of Home Affairs, was established by the Land Ports Authority of India Act 2010, effective March 1, 2012. Empowered by Section 11 of the Act, LPAI is tasked with developing, sanitising, and managing facilities for cross-border passengers and goods at designated points along India's international borders. The Authority focuses on deploying systems that address security imperatives at the Land Ports while facilitating cross-border trade.
- b) Acknowledging the growing interest and potential contributions from academic institutions and young scholars, the LPAI has expanded its Internship Programme to include BBIN (Bhutan, Bangladesh, India, Nepal) countries. This expansion aims to foster regional collaboration and knowledge exchange by providing opportunities for talented individuals from BBIN nations to participate in LPAI projects.
- c) LPAI engages with young scholars from India and neighbouring BBIN countries through this extended internship programme. This initiative is a two-way street, facilitating the exchange of diverse perspectives, fresh ideas, and research support from a broader regional context. It offers an avenue for young scholars to contribute to projects of national and regional significance, thereby enhancing mutual understanding and cooperation among BBIN nations while providing insights into governmental operations and projects of national importance.

2. Short Title and Commencement

- a) These guidelines shall be referred to as the LPAI Internship Guidelines, 2025.
- b) They shall take effect immediately upon issuance.

3. Definitions

For these guidelines, the following terms shall have the specified meanings:

- a) **Authority:** The Land Ports Authority of India (LPAI) and its Regional Offices.
- b) **Sponsoring Institution:** The academic institution where the applicant is currently enrolled or recently graduated.
- c) **Intern:** An individual participating in the LPAI Internship Program to gain practical experience and enhance their knowledge in land port development.
- d) **Area of Expertise:** The subject area where the applicant possesses existing knowledge and seeks further development through the internship.

4. Eligibility

- a) Indian students from recognised universities in India or abroad who have attained a minimum of 60% marks in their most recent degree or certificate examination and fall under one of the following categories:
 - Completion of education under the 10+2+3 schooling pattern, indicating completing 15 years of formal education. **Or**
 - Completion of a Polytechnic Diploma/Degree. **Or**
 - Pursuing the 4th year in the Engineering stream under the 10+2+4 pattern of education. **Or**
 - Pursuing MBA/PGDBM from premier institutes. **Or**
 - Pursuing the 4th or 5th year in the integrated degree course or dual degree under the 10+2+5 pattern of education. **Or**
 - Completion of the 2nd year of Engineering or Science course from any IIT or NIT. **Or**
 - Pursuing M. Tech/M.Eng./MCA from a prestigious institute. **Or**
 - Completion of the 2nd year in the law degree from a prestigious Law Institute/University.

- b) Qualifications may be relaxed in deserving cases based on the Authority's requirements, as recommended by the Member (Finance), LPAI, and subject to prior approval from the Chairman, LPAI.
- c) Meeting the minimum qualifications above does not guarantee an internship at LPAI. Preference will be given to candidates with exposure in the intended internship area, a solid academic background, and higher capability per the organisation's needs. ***Additionally, students from the Northeast region and wards of stakeholders deployed with LPAI will be given preference.***

5. Application Procedure

To apply, interested and eligible students should submit their applications, along with their CV, areas of interest for work, and two references, using the designated application form. The candidate's educational institution must sponsor these applications.

Applications can be submitted on the Authority's website or through <https://www.myscheme.gov.in/>. The Authority may also announce the invitation for intern applications on its website. Furthermore, regional offices/headquarters can identify interns for specific areas based on inquiries from academic institutions.

Students from BBIN countries are encouraged to follow the same application procedure, and the Authority may extend the application process to academic institutions within the BBIN region to facilitate broader participation.

6. Selection

- a) Following the initial eligibility assessment, the applications of shortlisted candidates will be presented to the selection committee for further consideration.
- b) The Selection Committee will be formed with the approval of the Member (Finance), LPAI.
- c) The selection committee may conduct personal or telephonic interviews if necessary. Candidates attending personal interviews will not receive any TA/DA reimbursement.
- d) Any requests for relaxation will be submitted to the Member (Finance), LPAI, for approval.

7. Duration of Internship

- a) The minimum duration of the internship shall be **eight weeks**, extendable up to three months, subject to the Authority's requirements and the Intern's availability.
- b) Extensions beyond three months will only be permitted in exceptional cases upon the recommendation of the relevant Authority and prior approval from the Member (Finance), LPAI.

8. Code of Conduct

The Intern appointed by the Authority must adhere to the Code of Conduct of LPAI, encompassing the following guidelines:

- a) Upon joining, submit the Non-Disclosure Agreement (NDA) form to maintain the utmost secrecy, confidentiality, and privacy.
- b) Interns are required to bring their laptops/tablets for work.
- c) Adherence to the general rules and regulations applicable to Authority employees.
- d) Compliance with the Authority's confidentiality protocol, refraining from disclosing confidential information about the Authority, its work, and its policies to any individual or organisation.
- e) Presentation of their work to academic bodies, seminars, and conferences with prior permission from the Authority while ensuring the confidentiality of Authority information.
- f) Clearly stating in any papers or documents written/published that the views expressed are personal and do not represent or reflect the views of the Authority.
- g) Adherence to advice provided by the Authority regarding interactions with third parties.

- h) Generally, interns may not interact with or represent the Authority to third parties unless specifically authorised based on their roles and responsibilities.
- i) Interns are prohibited from interacting with or representing the Authority in the media (print and electronic).
- j) Maintaining professional conduct in interactions with the Authority and the public.

9. Placement

- a) Interns will be assigned to the LPAI research team and/or the respective head of the relevant Division within the Authority.
- b) The internship does not constitute employment or guarantee future employment with the Authority.**

10. Submission of Paper

- a) The supervisor will create work plans and schedules that interns must consistently follow.
- b) After their internship, interns must submit a report/paper detailing their internship activities to the Research team. The Member (Finance) /Director (Operations) at Headquarters will endorse this document to confirm successful internship completion.

11. Stipend

No stipend is paid for the internship period. However, any expense incurred in the efficient conduct of the internship can be reimbursed with prior approval of the competent authority.

12. Certificate of Internship

Upon completion of the internship and submission of the report, certificates will be issued to interns by Headquarters, provided the report is countersigned and accepted by the competent authority.

13. Termination

- a) The Authority may discontinue the intern's engagement if it deems the intern's services are no longer required.
- b) The Authority reserves the right to terminate the intern's services at any time and without providing reasons, with immediate effect.
- c) If an intern chooses to end their engagement with the Authority, they should give a two-week prior notice. However, in some instances, particularly for interns intending to stay for more than two months, the Authority may specify a notice period of up to one month. The supervisor may occasionally waive the notice period depending on the intern's role.
- d) Upon termination, the intern must return any documents, equipment, or assets provided by the Authority during their tenure, including any badges or ID cards issued to the intern.
- e) If the Authority discovers that a terminated individual is still acting as if the Authority employs them, appropriate legal action may be taken against them.

14. Resolution of Implementation Challenges

The Chairperson or their designated representative is empowered to address any obstacles hindering the implementation of these guidelines.

ANNEXURE - 1

APPLICATION FOR INTERNSHIP WITH LAND PORT AUTHORITY OF INDIA					
1.	Name of the Applicant				
2.	Name and Address of Sponsoring Institution with contact details				
3.	Date of Birth (MM/DD/YYYY)				
4.	Gender				
5.	Educational Qualifications	Graduation	Post-Graduation	Any other	Any other
	Degree				
	Subject				
	Institute				
	Place				
	Year of Passing				
	% of Marks				
6.	Period of Internship	From Date		To Date	
7.	The place of Internship (LPAI headquarters or Regional Offices'				
8.	Please specify the area of expertise in which the Internship is intended.				
9.	Respective years of Experience				
10.	Any other				
11.	Total Years of Experience				
12.	Contact details				
13.	Projects Undertaken				
14.	Project Preferences				
15..	Current Research (for research students only)				
18..	Two References and their contact details				

Statement of purpose to join Land Port Authority of India (not to exceed 75 words)

ANNEXURE – 2

INTERNSHIP NON-DISCLOSURE AGREEMENT

Dear Sir/Madam,

Subject: Internship with Land Ports Authority of India

As an intern at the Land Ports Authority of India, I, [Intern's Name], hereby acknowledge and agree to abide by the terms of this Non-Disclosure Agreement ("Agreement"). Recognising the privileged access I will have to confidential information during my internship, I fully understand and accept the importance of maintaining confidentiality in all aspects of my work.

The "Confidential Information" referred to in this Agreement includes, but is not limited to, trade secrets, proprietary information, customer data, methods, plans, documents, reports, software, contracts, negotiations, and any other sensitive information related to the internship's operations.

In consideration of my enrolment in the internship program, I agree to the following:

- 1) I have thoroughly reviewed and understand the definition of "Confidential Information" outlined above. I pledge not to disclose or communicate confidential information to any individual, corporation, or entity during or after my internship.
- 2) I acknowledge that during my internship, I may come across non-public information about employees or associates, including personal, financial, or other private details. I agree to treat such information with the utmost confidentiality and refrain from disclosing it to unauthorised persons.
- 3) I understand that any information learned during my internship is confidential and shall not be disclosed to any other individual or entity unless mandated by applicable law or legal process.

By signing this Agreement, I affirm that I understand the importance of maintaining confidentiality and will uphold the terms outlined herein.

IN WITNESS WHEREOF, I, the undersigned intern, have executed this Agreement on the [insert date] day of [insert month], [insert year].

Yours faithfully,

[Signature of Intern]

[Printed Name of Intern]