



राष्ट्रीय जैव विविधता प्राधिकरण National Biodiversity Authority

(An Autonomous and Statutory Body of Ministry of Environment, Forest and Climate Change, Government of India)



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दिनांक/Dated: 12.02.2026

कार्यालय ज्ञापन / OFFICE MEMORANDUM

विषय: अल्पकालिक इंटरनशिप के लिए दिशा-निर्देश जारी करना।

Sub: Issue of guidelines for short-term internship.

राष्ट्रीय जैव विविधता प्राधिकरण (एनबीए) ने अल्पकालिक इंटरनशिप के लिए दिशानिर्देश तैयार किए हैं। ये दिशानिर्देशों 76वीं प्राधिकरण बैठक में अनुमोदित किये गये थे।

National Biodiversity Authority (NBA) has framed the guidelines for short-term Internship. These guidelines were approved in the 76th Authority meeting.

ये दिशानिर्देश इस कार्यालय ज्ञापन के जारी होने की तारीख से प्रभावी होंगे।

The guidelines shall come into effect from the date of issuance of this Office Memorandum.

(ब. बालाजी/B.Balaji)

सदस्य सचिव/ Member Secretary

प्रति/To

1. लेखा अधिकारी/Accts. Officer,
2. अध्यक्ष के निजी सचिव/सदस्य सचिव के निजी सचिव/PS to Chairperson/PS to Member Secretary
3. सभी अनुभाग/All sections
4. गार्ड फ़ाइल/ Guard file.

Government of India
Ministry of Environment, Forest and Climate Change
NATIONAL BIODIVERSITY AUTHORITY
CHENNAI

GUIDELINES FOR SHORT-TERM INTERNSHIP PROGRAMME

1. Introduction

The National Biodiversity Authority (NBA), in accordance with the “National Education Policy (NEP) 2020, which stresses on holistic education including internships and education pertaining to environment awareness at all levels, and Sustainable Development Goal-4 (SDG-4), which states that “*ensure inclusive and equitable quality education and promote lifelong learning opportunities for all*” by 2030, wishes to engage dynamic and creative young candidates as interns, who are willing to learn about biodiversity conservation and natural resource management (NRM) and various projects implemented by NBA. Interns will be placed in NBA, Chennai. The interns are expected to learn the Biological Diversity (Amendment) Act, 2023, Amended rules, CBD, Nagoya Protocol etc. Further, during the internship, interns should familiarize themselves with the National Biodiversity Strategy and Action Plan (NBSAP).

2. Background:

The selected interns will be given Orientation by the NBA. The interns work at NBA and get first-hand experience in the implementation of the Biological Diversity (Amendment) Act, 2023.

3. Objectives of the Internship Programme:

Create awareness and imparting knowledge on,

- i. International Conventions and Protocols related to Biological Diversity.
- ii. Biodiversity Governance in the country including Acts, Rules and Regulatory institutions/Organizations involved and their working.
- iii. Works of NBA and SBB/UTBC.
- iv. Conservation of Biodiversity.
- v. Sustainable use of biological resources.
- vi. Fair & Equitable Sharing of Benefits arising out of utilization of biological resources and associated traditional knowledge.

4. Eligibility to apply for the Internship Programme

- The internship shall be open exclusively to Indian nationals
- The internship is open to students who are:
 - Completed first year study of Undergraduate (UG)
 - Have completed their Undergraduate degree
- Age limit: Applicants must be between 18 and 25 years at the time of joining.

5. Internship Duration:

- Minimum duration: 1 month
- Maximum duration: 3 months
- The exact duration of the internship will be determined on a case-by-case basis, depending on organizational requirements and intern performance.

Any absence during Internship may result in extension of the period of internship. The internship may be discontinued at any time, if the performance of the intern is not found satisfactory or the intern is absent without authorization of the guide. Intern will maintain the dignity, decorum and discipline in the NBA office, failing which the internship will be liable to be terminated. Certificates will be issued to the interns on successful completion of their internship.

6. Stipend:

- This is a non-stipendiary (unpaid) internship.
- Interns will not be entitled to any financial compensation during the internship period.

7. Number of Interns:

A maximum of 10 interns will be taken in one calendar year, however, this limit may be varied at the discretion of the management.

8. Attendance Requirement:

- Interns must maintain a minimum of 75% attendance during the internship period.
- Failure to meet the attendance requirement will result in non-issuance of the internship certificate.

9. Internship Certificate:

An Internship Completion Certificate will be issued only if:

- The intern completes the approved internship duration, and
- Meets the minimum attendance requirement, and
- Follows all rules and guidelines of the organization.

10. Discontinuation

- If an intern wishes to discontinue or quit the internship before completion, they must provide a minimum of 7 days' prior written notice.
- Failure to give proper notice may result in non-issuance of the internship certificate.
- Upon acceptance of such notice by the Competent Authority, NBA the intern shall hand over the files, material and other articles before leaving.

11. Confidentiality and Non-Disclosure:

- All interns are required to sign a declaration/undertaking before starting the internship.
- Interns must not disclose any confidential, proprietary, or sensitive information of the organization during or after the internship period.

12. Code of Conduct:

- Interns are expected to:
 - Maintain discipline and professionalism
 - Follow instructions given by supervisors
 - Adhere to organizational policies and ethical standards

13. Eligibility and Application Process

a. Applicants who have completed the first year of an Undergraduate (UG) programme must have secured 70% or more cumulative marks in all semesters/years completed up to the date of application.

b. Applicants who have completed their Undergraduate degree must have secured 70% or more cumulative marks in their entire Undergraduate programme.

c. Interested applicants may download the internship application form from the NBA website and submit the duly filled-in application through Post to NBA. Candidates may submit applications throughout the year, up to two months in advance.

d. The application must contain a recommendation from the competent authority of the academic institution where the candidate is pursuing his/her studies. Applications received without such recommendation shall not be entertained.

e. Applications received from candidates who do not fulfil the prescribed eligibility conditions shall be rejected automatically.

f. The selection of intern will be based on the marks secured, as mentioned in (a) and (b) above, and, if required, also through an interview.

g. Selected applicants shall be required to produce copy of the mark sheets duly attested by college. Failure to produce the mark sheets shall result in cancellation of the internship.

14. Role of Interns:

- a. Interns shall be governed by and comply with all rules, regulations, and instructions issued by NBA during the period of internship.

Guidelines for Short-term Internship Programme 2026

- b. Interns shall not, without prior written permission of NBA, during the course of the internship:
- Publish any book, compilation of articles, or research paper;
 - Participate in any radio, television, or digital media broadcast; or
 - Contribute any article, letter, or content to any newspaper, journal, periodical, or online platform:

whether in their own name or anonymously or under a pseudonym, if such publication or participation involves or uses any information, data, or material obtained during the internship.

- c. Interns shall not engage in any activity that is prejudicial to the interests of the Ministry of Environment, Forest and Climate Change (MoEFCC), National Biodiversity Authority (NBA), State Governments, or the Union of India.

15. Termination of Internship:

The internship shall be liable to be cancelled immediately under the following circumstances:

- a. Any act of misconduct, indiscipline, or involvement in illegal activities by the intern.
- b. Engagement in activities prejudicial to the national interest or against the interests of the organization.
- c. Use, possession, or involvement in banned drugs, narcotics, or psychotropic substances in any form.
- d. Disclosure, leakage, or misuse of any official secret or confidential information to unauthorized persons or sources, including acts of sexual harassment or any behaviour in violation of applicable laws and organizational policies.
- e. NBA reserves the right to discontinue the internship at any time, without assigning any reason, and without issuance of an internship completion certificate.

16. Health

The interns who are selected for the Programme expected to maintain good health to attend the Internship Programme.

Note: The organization reserves the right to modify or amend these guidelines at any time without prior notice.

Declaration/Undertaking by the Intern

I, _____ (Name of the Intern), son/daughter of _____, hereby declare that I have carefully read and understood the Internship Guidelines and Selection Process of NBA.

I undertake that:

1. All the information furnished by me in the internship application is true and correct to the best of my knowledge and belief.
2. I meet the eligibility criteria, including age, academic qualifications, and percentage of marks prescribed for the internship.
3. I shall abide by all the rules, regulations, guidelines, and instructions issued by NBA during the internship period.
4. I understand that the internship is non-stipendiary (unpaid) and I shall not claim any financial remuneration or employment from NBA at any stage.
5. I shall maintain a minimum of 75% attendance, failing which I understand that I will not be eligible for the internship completion certificate.
6. I shall maintain strict confidentiality of all information, documents, data, and materials of NBA.
7. In case I wish to discontinue the internship before completion, I shall give a minimum of seven (07) days' prior written notice and hand over all files, materials, and articles belonging to NBA.
8. I understand that violation of any rule, misconduct, or misrepresentation may lead to cancellation of my internship without any notice or issuance of certificate.

I hereby agree to abide by the above terms and conditions during the entire period of my internship with NBA.

Signature:
Name:
Date:

FORMAT FOR NOC TO BE OBTAINED FROM COLLEG/INSTITUTION

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

Dated:

Subject: No Objection Certificate for NBA 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 doing the Internship programme at NBA without stipend for the period from ----- to ----- . It is also certified that she/he 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 <Institution/College> has been found good/satisfactory/ unsatisfactory.

(Signature and Seal)

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated:

TO WHOMSOEVER IT MAY CONCERN

1. This is to certify that Mr./Ms. _____ a student of _____ has successfully completed his/her Internship with National Biodiversity Authority, Government of India from _____ to _____. During the period of Internship he/ she worked under _____ in the following areas.

(i)

(ii)

2. He/She has shown special flair for _____ and his/her performance in preparation of the report has been rated as _____

3. During the period his/her internship programme <he/she> was punctual and hardworking.

4. I wish <him/her> every success in <his/her> life and career.

Signature :

(Member Secretary)