

# **INTERNSHIP GUIDELINES OF THE NATIONAL HEALTH AUTHORITY**

## **1. Purpose**

The guidelines are targeted towards providing a framework for engagement of selected candidates for a limited period and to give them exposure towards two key initiatives in the healthcare system: Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (AB PM-JAY) and Ayushman Bharat Digital Mission (ABDM).

## **2. About National Health Authority**

National Health Authority (NHA) is the apex body responsible for implementing India's flagship public health insurance/assurance scheme called "Ayushman Bharat Pradhan Mantri Jan Arogya Yojana" & has been entrusted with the role of designing strategy, building technological infrastructure and implementation of "Ayushman Bharat Digital Mission" to create a National Digital Health Eco-system.

National Health Authority is the successor of the National Health Agency, which was functioning as a registered society since 23rd May, 2018. Pursuant to Cabinet decision for full functional autonomy, National Health Agency was reconstituted as the National Health Authority on 2nd January 2019, under Gazette Notification Registered No. DL –(N) 04/0007/2003-18.

## **3. Eligibility**

Indian students from recognized universities in India who have secured at least 60% marks in the last held graduate/postgraduate/Ph.D. degree/ P.G. diploma or pursuing the same (pre-final/ final year).

Candidates with good academic background and having higher qualification shall be given preference for the internship programme.

## **4. Duration of Internship and Areas 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 the internship shall be six weeks, extendable to a maximum of six months, depending on the candidate's performance, the NHA's requirement and the Intern's availability.

The illustrative broad areas / sub-areas of the Internship are appended in annexure 'A'.

## **5. Place of Internship**

The internship will be offered in physical mode at NHA premises at New Delhi.

## **6. How to Apply**

- i. Interested applicants shall apply in the manner prescribed on NHA website.
- ii. Applicants may indicate maximum 3 areas of interest from the list prescribed by NHA.
- iii. At the time of application, an applicant shall provide copies of their mark sheet along with the prescribed form. However, the final selection shall be contingent on the submission of original

mark sheets and/or No Objection Certificate from the college/ Institution (in case still studying).  
A template for the NOC has been appended in Annexure 'B'.

## **7. Selection**

- i. The Interns will be shortlisted and selected by the Selection Committee prescribed by NHA.
- ii. For selection of interns, personal or online Interview, may be conducted, if deemed necessary. No TA / DA shall be paid to candidates for attending the personal interview.
- iii. Selected candidates would be informed over email. The decision of the NHA will be final and binding in all aspects.

## **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's 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, confidential information related 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 in the personal capacity of the Intern and do not represent or reflect the views of the NHA.
- vii. In general, an Intern shall not interact with or represent the NHA vis- à-vis third parties unless specifically authorized to do so.
- viii. No Intern shall interact with or represent the NHA to the media (print and electronic).
- ix. Interns will conduct themselves professionally in their relationship with the NHA and the public in general.
  - x. Interns are required to be present at the NHA premises during working hours, unless otherwise permitted by the Supervisor/Mentor in writing.
  - xi. The Intern must make his/her own accommodation arrangement during the internship.
  - xii. NHA may provide them laptops/ desktops, working space, internet facility and other necessities as deemed fit for the duration of the internship.

- xiii. While doing internship in NHA, the attendance of the candidate 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 shall abide by NHA's Information Security Policy, Privacy Policy and other such Policies and guidelines as intimated by NHA.

## **11. Work Allocation and Report Submission**

- i. Every Intern will work under the guidance of a Supervisor assigned by NHA.
- ii. Work plans and work schedules shall be developed by Supervisor and the Interns shall invariably adhere to the same.
- iii. The Interns will be required to submit a Report on the work undertaken at the end of the internship to the NHA or as and when asked for.

## **12. Terms of Internship**

- i. The intern will be paid a consolidated stipend of Rs.10,000/-(Rupees Ten thousand Only) per month during the period of internship subject to the satisfactory performance.
- ii. TA/DA will be admissible only when the intern is deputed for such duty by NHA.
- iii. Certificates will be issued by NHA to the Interns on the successful completion of internship.
- iv. The internship is neither an employment nor an assurance of an employment with the NHA.
- v. The NHA may disengage an Intern if the NHA is of the view that the services of the Intern are no more required.
- vi. The NHA may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- vii. If the Intern decides to disengage from the NHA, he/she should provide 2 weeks' prior notice.
- viii. Upon 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 internship with the NHA. This will include any badges or ID Cards which may have been issued to the Intern.
- ix. All candidates who have secured internships under a MoU of their respective university/college with NHA shall be governed by the terms and conditions of that MoU only. The provisions of these guidelines shall stand forfeited in such instance

## **13. Relaxation**

The Competent Authority will have the power to relax any condition mentioned above.

## **AREAS OF INTERNSHIP**

The areas of internships are as follows –

### **Ayushman Bharat Pradhan Mantri Jan Arogya Yojana**

1. Hospital Engagement and Claims management
2. Health (Package) Policy and Quality Assurance
3. Health Technology Assessment (HTA)
4. Scheme Policy and Coordination
5. Capacity Building/ Human Resource Management
6. Information, Education and Communication
7. IT Systems Strengthening
8. Monitoring & Research
9. Beneficiary Engagement and Grievance Management
10. Legal and IPR related
11. Contract Management
12. Cyber Security
13. Health Financing and Strategic Purchasing
14. Finance and Scheme Sustainability
15. Data Analytics including Anti-Fraud

### **Ayushman Bharat Digital Mission**

1. IT Systems Strengthening/ Cloud Management
2. Adoption – Public and Private
3. Digital Public Infrastructure/Goods
4. HMIS/LMIS/PHR
5. Electronic Health Records
6. Behavioral Change
7. Information, Education and Communication
8. Capacity Building/ Human Resource Management
9. Coordination
10. Data Privacy and Data Security
11. Health Data Standards
12. System Integration with ABDM
13. Data Analytics including anonymization and data lakes
14. Legal

*(This list may be updated and published from time to time)*

## Format for NOC to be obtained from College/Institution

(To be given on Letter Head)/

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)  
To be signed by HOD/ Principal