BUREAU OF POLICE RESEARCH & DEVELOPMENT
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA
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NH-48, Mahipalpur,
New Delhi – 110037

No. 32/20/2024-RD (E-20522)   **Date: , 2024**

Invitation of Application for the BPR&D Paid Internship Programme during the Financial year 2025-26

The Bureau of Police Research & Development invites applications for the Paid Internship Programme from the students pursuing PG/M.Phil./Ph.D. in Criminology, Sociology, Social Work, Psychology, Law, Forensic Psychology, Human Rights, Public Administration, Public Policy & Governance, Information Technology, Police & Prison Studies, Cyber Security, Cyber Forensics & Information Security, Police & Prison Administration, Computer Science, Management, any other subject related to police or prison/correctional administration from any of the recognized Universities/Research Institutes, to learn about BPR&D programmes and activities from the recognized Universities/Institutes.
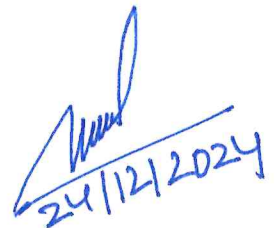
2.   **The details of the Internship Programme and Application may be referred at Standard Operating Procedure (SOP) for Internship Programme enclosed as Annexure- A.** Only completely filled application forms and duly signed / forwarded by the respective Head of Department of the University/Institute will be consider for scrutiny. In case of non-compliance to any of given instructions, the received application will be treated as rejected. Duration and the month of Internship to be mentioned by the applicant in the application specifically.

3.   This Paid Internship Programme is only for the students studying at recognized University/Institutes, not for professionals engaged in any kind of job.

4.   The interns shall arrange for their boarding and lodging in Delhi during the period of their internship.

5. All applications should be submitted to this Bureau vide post addressed to **Ms. Anu Shree, Research Assistant (Research), BPR&D, NH-8, Mahipalpur, New Delhi-110037** or vide email at anushree@bprd.nic.in. For any further queries please contact at 011-26734910.

6. The last date for receipt of the application is **January 31, 2025.**

24/12/2024

(Anup Chhetri)
Assistant Director (Research)

**STANDARD OPERATING PROCEDURE (SOP)
FOR BPR&D INTERNSHIP PROGRAMME**

1. INTRODUCTION

1.1. The Bureau of Police Research & Development (BPR&D) was established in 1970 for assisting the Central Government in coordinating the efforts in the field of Police training and research. The Bureau undertakes systematic studies of Police and Prison problems and is responsible for promoting the application of science and technology to police work, improving and developing training programmes for the Police Forces at Centre and States and for prison personnel of different ranks. The BPR&D advises the Ministry of Home Affairs on Police and Prison matters on technical and operational aspects. It also advises the Central Government in matters of development and modernization of Police Forces. The Bureau has the following Divisions:

1. Research & Correctional Administration
2. Training
3. Modernization & Technology Development
4. National Police Mission
5. Statistical & Publication
6. Administration

1.2. The BPR&D had started its Internship Programme from 2017 for giving an opportunity to students at various Universities/Research Institutes to learn about the BPR&D programmes and activities and to effectively contribute in advancing the programmes and activities of the BPR&D to fulfill the mandate.

2. PERIOD OF INTERNSHIP: The BPR&D offers two internships plans viz.,

2.1. **Internship for a period of One Month (30 days)** in a calendar month. The total number of working days should not be less than 22 days.

2.2. **Internship for a period of Two Month (60 days)** in a calendar month**.** The total number of working days should not be less than 44 days.

3. ELIGIBILITY CRITERIA: The eligibility criteria for internship are as follows:

3.1. Students pursuing Post Graduation/M.Phil/Ph.D in the following subjects are eligible to apply:

1) Criminology
2) Sociology
3) Social Work
4) Psychology
5) Law
6) Forensic Psychology
7) Human Rights

8)   Public Administration
9)   Public Policy & Governance
10)   Information Technology
11)   Police & Prison Studies
12)   Cyber Security
13)   Cyber Forensics & Information Security
14)   Police & Prison Administration
15)   Computer Science
16)   Management
17)   Any other subjects related to Police or Prisons/ Correctional Administration issues.

3.2.   Applications must be forwarded by the Head of Department of their University. Applications which are not forwarded through the respective Head of the Department of the University will be rejected.

3.3.   Students who have attended the Internship Programme in the BPR&D earlier are not eligible to apply again.

4.   SCHEDULE FOR INTERNSHIP: The schedule for the Iinternship will be as follows:

4.1. **Introductory Session**- The interns will be introduced to the DG, BPR&D, ADG, BPR&D and Director of all the Divisions.

4.2. **Assigning of Tasks**- The interns will be assigned tasks by the respective Divisions in which they will be attached.

4.3. **Assigning of Projects-** The interns will be assigned projects on police or correctional administration related issues by the respective Divisions in which they will be attached.

4.4. **Field Visits-** The interns will be sent for field visits to get exposure and firsthand experience of the work done by police and prison administration to:
    a) Correctional Homes
    b) Police Stations
    c) Juvenile Homes (optional)
    d) Any other place relevant to police/prison administration (optional)

4.5. **Internship Report-** The interns are required to submit the report on the tasks completed by them along with a report on field visits to the Nodal Officer for Intern in each Division, which will in turn be put up to the Director.

4.6. **Valediction-** On the last day of the Internship programme there will be a valediction ceremony.

4.7.   **Programme Schedule for One Month Internship Plan (22 days)**

Sl. No.	Division	Duration
1.	The Interns will be attached with each of the Divisions for a period of 1 day i.e. Research Division, Training Division, Modernization Division, NPM Division, Admn. & Statistics & Publication Division.	5 days
2.	The Interns will then be attached to one of the aforesaid Divisions, based on their interest and educational background.	15 days
3.	Field Visit	2 days
4.	Valediction	Last day of the attachment
5.	Total	22 days

4.8.   **Programme Schedule for Two Month Internship Plan (44 days) (Summer/Winter Internship)**:

Sl. No.	Division	Duration
1.	The Interns will be attached with each of the Divisions for a period of 1 day i.e. Research Division, Training Division, Modernization Division, NPM Division, Admn. & Statistics & Publication Division.	5 days
2.	The Interns will then be attached to one of the aforesaid Divisions, based on their interest and educational background.	37 days
3.	Field Visit	2 days
4.	Valediction	Last day of the attachment
5.	Total	44 days

Each Division will have a Nodal Officer usually of an Assistant Director Level for coordination and assigning of tasks to Interns. In turn, the Assistant Director will put up report to concerned Director on the last working day of every batch. The Nodal Officer in R&CA will be the overall in charge to put up report of the work schedule of interns to the Director Research & Correctional Administration Division.

5.   RULES AND REGULATIONS GOVERNING INTERNSHIP PROGRAMME:

5.1.   The Interns will have to attend the programme regularly without break.
5.2.   The daily attendance will be marked in a register/ attendance sheet.

6.   FACILITIES TO INTERNS:

6.1.   The Interns will be given BPR&D's reading materials/publications.
6.2.   BPR&D Library facilities will be provided.

6.3.   Computer with internet and printing facilities will be provided.

7.   STIPEND:

The selected Interns from outside Delhi will be allowed Sleeper Class train fare to New Delhi and back to their place of study through the shortest route. All selected interns will be paid an amount of Rs.8,000/- (Rupees Eight Thousand only) as a stipend for a calendar month.

8.   APPLICATION & SELECTION FOR INTERNSHIP:

8.1.   The BPR&D will seek applications for internship programme on its website. The Interns are required to apply within the last date for submission of application by post/email at the designated address notified in the advertisement. The application form is enclosed at **Annexure-I**. The Undertaking Form is enclosed at **Annexure-II.**

8.2.   The application forms are required to be filled properly and completely. Incomplete applications are liable to be rejected. The applications should be duly **signed and sealed by the Head of the Department (HOD)/University. Applications submitted otherwise will be rejected.**

8.3.   Applications without attested copies of mark-sheets are liable to be rejected.

8.4.   The BPR&D will constitute a Selection Committee for Internship. The Selection Committee will comprise the following members:
   a) IG/Director (Research & Correctional Administration) - **Chairperson**
   b) DIG/Dy. Director (Research & Correctional Administration) – **Member**
   c) Research Assistant (Research & Correctional Administration) – **Member**

8.5. The Selection Committee will examine the applications received by the BPR&D along with the following parameters:

a)   Whether applications have been received within the due date.

b)   Whether applications have been properly and completely filled.

c)   Whether applications have been forwarded by the Head of the Department/University.

d)   Whether applicants have fulfilled the eligibility criteria as indicated at point 3 in the SOP.

e)   Whether all the requisite documents/mark sheets have been submitted with the application.

8.6.   The Selection Committee will submit the list of selected candidates for consideration and approval of the DG, BPR&D. The final selection of applicants is subject to the approval of DG, BPR&D.

8.7.   The Final List of the selected Interns will be notified on the BPR&D website.

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APPLICATION FOR BPR&D INTERNSHIP PROGRAMME
(Incomplete applications are liable to be rejected)

Name of Applicant *(in capital letters only)*		**Paste Recent Photo**
Gender		
Date of Birth		

Presently pursuing the Course	**Course**	**University/ College**	**Year/ Semester**

Duration & Period for Internship program *(in which applicant is willing to join during 1 April – December 31, 2025)*	

Educational Qualification *(In chronological orders from 12th onwards and in capital letters only)* *(Enclose attested photocopies by HOD concerned of mark-sheet from 12th onwards and mark-sheet of each semester of present pursuing course. In absence of the above, applications are liable to be rejected.)*	**Board/ University**	**Year of passing**	**Division & Percentage secured**

Reason for joining the Internship Programme in BPR&D	

Permanent address including Email id/Telephone no. /Mobile no. *(in capital letters only)*	**Permanent Address:**	
	Telephone/ Mobile No.:	
	E-mail id:	

Name, Address, Contact Number, Fax/Email of Head of the Department (HOD) *(in capital letters only)*	**University/College** Name & Address	
	Name of HOD	
	Name of Department	
	Contact Number Mobile/Land Line No.	
	E-mail address	

(Signature of the Applicant)

Recommended by:

(Signature, Name & Designation of Head of the Department with Office seal)

Date:

UNDERTAKING

      During the duration of the BPR&D Internship Programme, I understand that my son/ daughter would be required to travel within / outside the city for the visit to Correctional Homes/Police Stations/NGOs, etc. I therefore, undertake the responsibility of safety and security of my son/daughter namely Mr./Ms._____ during his/her Internship Programme in the BPR&D commencing from **…………...** to**………….**

2.   Period of Internship (Please mention the month in which you want to apply for the Paid Internship Programme)- ………………………………………………..

Signature of Parents/Guardian

Name of Parents/Guardian:……………………… ……

Address:…………………………………………………

……………………………………………………

Contact No.:…………………………………………….