GOVERNMENT OF PUDUCHERRY
ELECTIONS DEPARTMENT
Villianur Main Road, Lawsthottam, Reddiarpalayam, Puducherry-605010
Phone: (0413) 2292204, 2292205
Fax :(0413) 2292206 Web: www.ceopuducherry.py.gov.in

"Greater Participation for a Stronger Democracy"

No.E.58/SVEEP/Internship Policy/2024 - 1362 Puducherry, dt - 9 AUG 2024

To

1) The Director, Directorate of Higher & Technical Education
2) The Director, Directorate of Industries & Commerce
3) The Director, Directorate of Art & Culture
4) The Labour Commissioner, Labour Department
5) All Nodal Officers, Electoral Literacy Clubs, Puducheery

Sir/Madam,

Sub: SVEEP – Internship Programme of Elections Department – Request to circulate – Reg.

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With reference to subject cited above, I am to inform that, the Elections Department has formulated an internship programme to provide real time work experience to the Youth of Puducherry.

Hence I am to request you to widely circulate the internship programme in the website/notice board/library/employment exchange of your concerned department.

//BY ORDER OF THE CHIEF ELECTORAL OFFICER//

Encl: as stated above

Yours faithfully,

Adharsh

(M.ADHARSH)
Dy. CHIEF ELECTORAL OFFICER

SVEEP

GOVERNMENT OF PUDUCHERRY
ELECTIONS DEPARTMENT

INTERNSHIP PROGRAMME

1. GENERAL INFORMATION

The Elections Department, Puducherry has formulated an Internship Programme to provide real time work experience to the youth of Puducherry and getting them involved in the Systematic Voter Education and Electoral awareness campaign – SVEEP that aims to strengthen the democratic concept by educating the electors to become "Informed Voters".

2. ELIGIBILITY

Intern	Age as on 01.08.2024	Qualification	CGPA	Required Skills
Social Media Intern	Between 21 to 28 years	Degree or Diploma in Visual Communication/ Animation/Graphics Designing/Equivalent. (or) Any Degree/Diploma and certificate in Graphic Designing	-	Proficiency in DTP, Social Media – Image & Video Post creation, Content Boosting in Social Media and Designing knowledge
Web Development Intern	Between 21 to 28 years	Degree in Information Technology/ Computer Science	7 or above	Proficiency in Web Development and Coding
Data Analysis Intern	Between 21 to 28 years	Degree in Economics/ Public Administration/ Political Science/Data Science or equivalent	7 or above	Proficiency in Data Analysis and knowledge of Microsoft Excel with Economics/ Public Administration/ Political Science background.

Interns with the above mentioned skills will assist in DTP works, designing quality posters for print and social media, accessible website development and for the content creation and research.

3. DURATION

- Duration of internship shall be of six months from September 2024 to February 2025. The Internship will be offered at the Elections Department, Villianur Road, Reddiyarpalayam, Puducherry.
- Office Timing: 10 AM to 5 PM.

4. BENEFITS

- A stipend of ₹10,000/- per month would be paid to the Intern on the 5th of every succeeding month.
- Certificates will be issued to the Interns upon the completion of the internship.

5. TERMS AND CONDITIONS

- The internship is neither an employment nor an assurance of an employment with the Elections Department.
- Interns should strictly maintain the confidentiality of the work done.
- The period of internship may be extended at the discretion of the Department.
- The Elections Department reserves the right to terminate the internship order at its discretion without assigning any reasons if any conduct or misconduct, prejudicial to the free, fair and transparent works in connection with the interest of the Elections Department, in general, is brought to the notice of this Department.

6. SELECTION PROCESS

Assessment will be based on

a) Social Media Intern - Poster Designing skills, Image & Video Post creation, DTP works

b) Web Development Intern - Coding knowledge, Technical Skills

c) Data Analysis Intern - Knowledge on Data analysis & MS Excel, Economics / Public Administration / Political Science

SVEEP

7. COMMITTEE FOR SELECTION

Interns will be assessed and selected by the following Selection Committee Members:

Shri. M.Adharsh Deputy Chief Electoral Officer	Chairman
Shri. B.Thillaivel Deputy Chief Electoral Officer	Member Secretary
Dr. A.Sivagnana Ganesan Programmer	Special Invitee
Shri. S.Selvavinayagam Superintendent	Member
Ms. M.Abirami Assistant	Member
Shri. R.Srikumar Assistant	Member
Shri. V.Canagaradjane Date Entry Operator	Member

8. APPLICATION PROCESS

- Register in the following link https://tinyurl.com/electionpdyintern on or before 20.08.2024.
- Eligible candidates will be called for an interview.
- Date, time and venue for interview will be intimated through mail.
- Required Documents to be brought for interview:
    - Proof of Identity
    - Proof of Residence in Puducherry
    - Proof of Educational Qualification

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(M.ADHARSH)
DY. CHIEF ELECTORAL OFFICER