



District Development Internship Program (DDIP)

District Administration, Chatra (Jharkhand)

2026



1. Background & Rationale

Chatra district, like many rural and aspirational districts, operates at the intersection of **policy intent and ground-level realities**. While multiple government schemes aim to improve livelihoods, health, education, and infrastructure, their effectiveness depends on **last-mile delivery, field-level coordination, and continuous feedback mechanisms**.

At the same time, there exists a significant gap between **academic learning and practical exposure to governance systems** among young professionals. Most graduates lack a clear understanding of:

- How **policies are implemented at district and block levels**
- The functioning of **administrative structures and decision-making processes**
- Challenges in **scheme implementation, monitoring, and convergence**
- The importance of **data, field insights, and stakeholder coordination**

To bridge this gap, the District Administration, Chatra is launching the **District Development Internship Program (DDIP)**—a structured initiative designed to provide **hands-on exposure to governance and the public policy ecosystem**, while also supporting departments in key developmental functions.

2. Core Aim

To provide young professionals with **real-world exposure to district administration, policy implementation, and grassroots governance**, enabling them to understand and engage with the functioning of the public policy ecosystem.

3. Objectives

A. Learning & Exposure (Primary Focus)

- To provide exposure to the **end-to-end lifecycle of government schemes**
- To enable understanding of **administrative workflows and governance structures**
- To build hands-on experience in **field engagement and community interaction**
- To develop skills in **problem-solving within real administrative constraints**

B. Administrative Support (Secondary Focus)

- To assist departments in **monitoring and evaluation of schemes**
- To strengthen **data collection, analysis, and reporting systems**



District Development Internship Program (DDIP) District Administration, Chatra (Jharkhand) 2026



4. Key Features of the Internship

- **Total Interns:** 25 (tentative)
- **Duration:** 3 Months
- **Probation Period:** 15 Days (performance-based continuation)
- **Nature:** Unpaid (learning-focused internship)
- **Certification:** Issued by the Deputy Commissioner, Chatra
- **Domicile:** Mandatory Chatra district domicile for the selected candidates
- **Training Provided:**
 - Orientation on district administration and governance structure
 - Department-specific briefings
 - Training on fieldwork, reporting, and basic data analysis

5. Learning Exposure for Interns

Interns will gain structured exposure to:

1. Administrative Functioning

- Roles and coordination between district, block, and Panchyat-level institutions
- Exposure to official processes, reviews, and governance mechanisms

2. Policy Implementation

- Ground-level functioning of key government schemes
- Understanding implementation challenges and bottlenecks

3. Field Realities

- Interaction with beneficiaries and frontline workers
- Insights into socio-economic conditions and last-mile challenges

4. Data & Governance

- Role of data in planning, monitoring, and decision-making
- Exposure to MIS systems, reports, and dashboards



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5. Problem-Solving

- Identifying gaps in implementation
- Suggesting practical, scalable solutions within governance constraints

6. Roles & Responsibilities

Interns will contribute by:

- Supporting **field visits and verification exercises**
- Assisting in **data collection, validation, and analysis**
- Preparing **reports, presentations, and documentation**
- Supporting **departmental initiatives and pilot interventions**
- Documenting **best practices and case studies**

7. Eligibility Criteria

- Bachelor's degree or higher qualification with 60% marks from a recognized institution in the last 2 years (2024 onwards)
- Demonstrated interest in **governance, public policy, and development sector**
- Mandatory district domicile (Chatra District)
- Age Between 21-28 years
- Willingness to work in **field and rural conditions**

Preferred Criteria (Additional Weightage):

- Candidates possessing a **Diploma in Computer Applications or related field** will be given additional preference.
- Candidates with **higher academic scores (above the minimum eligibility threshold)** in their qualifying examination will be given proportional weightage during shortlisting.

8. Selection Process

Stage 1: Application Submission

- Applications will be submitted online through the **Lok Setu Portal**

Stage 2: Assessment

- **Personal Interview** (motivation, learning orientation, field readiness)



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Stage 3: Final Selection

- **Candidates** will be selected as interns based on overall performance

9. Mentorship & Supervision

- All the interns will work under close supervision of PMU Team, Planning Department.
- Interns will be attached to a **department with a designated mentor**
- Regular **review meetings and feedback sessions** will be conducted
- Performance during probation will determine continuation

10. Expected Outcomes

For Interns (Primary Outcome)

- Strong understanding of **governance and policy ecosystem**
- Practical exposure to **administrative functioning and field realities**
- Development of **analytical, communication, and problem-solving skills**
- Increased orientation towards **public service careers**

For Administration (Secondary Outcome)

- Enhanced support in **monitoring, data analysis, and reporting**
- Strengthened **implementation efficiency of government programs**
- A future-ready workforce for the development sector

11. Certification

Interns who successfully complete the program will receive a **Certificate of Completion issued by the Deputy Commissioner, Chatra**, recognizing their contribution and learning under the **District Development Internship Program (DDIP)**.

12. Strategic Vision

The **District Development Internship Program (DDIP)** is envisioned as a scalable initiative to:

- Bridge the gap between **academic learning and governance practice**
- Create a pool of **administratively aware and socially committed youth**
- Promote **participatory, data-driven, and responsive governance**