



**Guideline for
University Graduates Internship Program
(UGIP)**

**Department of Employment
Ministry of Labour and Human Resources**

Table of Contents

Sl. No	Chapters	Page No.
1	Objectives	1
2	Eligibility criteria	1
3	Modes of program	2
	3.1 Mode One: Fully funded by partner organization	2
	3.2 Mode Two: Cost sharing basis	3
	3.3 Mode Three: Fully funded by the MoLHR	3
4	Implementation Procedures	3
5	Mode of Payment	4
6	De-registration	5

1. Objective

The overall objective of the Program is to keep the youth meaningfully engaged while seeking employment. At the same time, it is aimed to sustain them during the transitional period between the end of their academic pursuit and before permanent employment.

The specific objectives are to:

- a. keep youth meaningfully engaged while seeking gainful employment;
- b. enable them to gain relevant work knowledge, skills and experiences through internship in various organizations;
- c. help them undergo personal development while in the program through informal learning; and
- d. meet short-term manpower requirements in an organization.

N.B: This program should not be construed as temporary job

Job seekers engaged under this program are encouraged to actively look for employment within the stipulated time period.

2. Eligibility Criteria

- a. Should be a Bhutanese citizen.
- b. Should be a university graduate.
- c. Should be a registered job seeker with Employment Service Center, Department of Employment, Ministry of Labour and Human Resources.
- d. Should produce degree certificate / academic transcripts

- e. Should be willing to undertake any job available in the labour market or recommended by the Department of Employment.
- f. Should not have worked any time or anywhere prior to his/her enrollment into the program except Mode One.
- g. Preference shall also be given to physically challenged jobseekers.

3. Mode of Program and Duration

The duration of the program will depend on the mode of engagement of job seekers. The Department will arrange internship programs using three different modes as follows:

1.1 Mode One (Fully funded by partner organization)

- a. This mode entails engagement of job seekers in organizations as interns facing short-term manpower shortage either upon the request of potential organizations or the Ministry.
- b. Under this mode, interns shall be paid a minimum monthly stipend of Nu. 3750.00, which, shall be fully borne by the partner organization.
- c. The maximum duration shall be six months.
- d. If an intern does not find employment within this period, the duration may be extended for another three months if agreeable to the employee.

3.2 Mode Two (Cost sharing basis)

- a. Graduates shall be attached as interns to various organizations on cost-sharing basis between MoLHR and partner organizations based on requisition from such organizations.
- b. The MoLHR shall pay a monthly stipend of Nu. 1875.00 (one thousand eight hundred seventy five only) and the partner organization shall pay an equivalent amount or more. The maximum duration of the program under this mode is six Months.

3.3 Mode Three (Fully funded by the MoLHR)

- a. Graduates shall be sent on internship with government organizations and NGOs, especially involved in social activities.
- b. The program shall be fully funded by the MoLHR. Interns shall be paid a monthly stipend of Nu. 3750.00 (three thousand seven hundred fifty only). The maximum duration of the program under this mode is three months.
- c. If an intern does not find employment within this period, the duration may be extended for another three months.
- d. Graduates should find a job with/without the help of MoLHR within this stipulated time period.

Note: Program Officer will resort to Mode Three only when opportunities under Modes I and II are exhausted.

4. Implementation Procedures

- a. Placement will be made only during the first week of the month.
- b. Graduates must register with the Employment Service Centers.

- c. If registration and placement are done *by RELOs, details must be submitted to the Department of Employment, MoLHR for record and release of stipend.*
- d. The concerned organization shall issue an appointment order upon induction of the graduate in the organization.
- e. The Department of Employment shall conduct monitoring of the program at least once before the expiry of internship period.

5. Mode of Payment

1. An intern must open a saving account and submit the account number to the Department of Employment within two weeks.
2. An intern must submit the attendance sheet to the Department of Employment/RELOs by end of every month verified by the competent authority of the organization. Unreasonable delay or non-submission of attendance sheet on time may result in forfeiture or deduction of stipend commensurate to the number of days delayed.
3. The attendance sheet may be submitted either in hard copy or electronically to the Department of Employment at the end of every month.
4. The officer in-charge of the internship programme will compile and submit the list of interns for payment to the Director for endorsement.
5. The Director will endorse and forward the list to the AFD by the first week of the following month for disbursement of stipend.
6. Stipend must be deposited in the individual intern's saving account within the 10th day of the following month by AFD

6. De-registration

De-registration of interns would normally be done on the following grounds:

- a. When they find gainful employment;
- b. When they avail any kind of training program;
- c. On completion of their internship; and
- d. If the intern wishes to discontinue on personal ground.

Upon de-registration, the interns are required to submit relieving order from the organization concerned.

The Department of Employment will actively assist the candidate in finding gainful employment through counseling and referrals. However, it is also the responsibility of the candidates themselves to actively look for a job on their own.

