



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE DEPUTY DIRECTOR (TRAINING)
VARUNALAYA PHASE-II: KAROL BAGH
NEW DELHI-110005
EMAIL ID : pdtrgdjb888@gmail.com



No.DJB/DD (Trg)/Internship /2026/E-364824/ 365 to 366

Dated : 19.08.2026

Subject: Development, Operationalization and Activation of the Online Internship Portal on DJB Website for the Young Aqua Leaders Internship in Delhi Jal Board.

The undersigned is directed to inform you that the Competent Authority has approved the implementation of the Young Aqua Leaders Internship in Delhi Jal Board, pursuant to the approval accorded by the Board in its 179th Board Meeting held on 28.07.2026 vide Resolution No. 1604 (Item No. ADMN-753).

- 2) In this regard, it is requested that necessary action may kindly be taken for the development, operationalization and activation of an Online Internship Portal on the official website of Delhi Jal Board for inviting, receiving and processing online applications under the Young Aqua Leaders Internship Programme.
- 3) The Online Internship Portal may kindly incorporate, inter alia, the following essential facilities:
- (i) Online process of submission of applications form by eligible candidates;
 - (ii) Facility for uploading the prescribed supporting documents;
 - (iii) Generation and maintenance of a centralized database of applicants;
 - (iv) Secure backend access for the Training Cell for scrutiny, processing, monitoring and maintenance of internship-related records; and
 - (v) Generation of necessary reports and provision of such other functionalities as may be considered necessary for the effective and transparent administration of the Programme.
- 4) It is further requested that the approved Circular, Annexure-I (Application Form), Confidentiality-cum-Data Protection Undertaking and other related approved documents may kindly be uploaded on the official website simultaneously with the activation of the Online Internship Portal, so that applicants may have access to all requisite information and documents at the time of submission of their applications.
- 5) In view of the approved schedule for commencement of the Programme, the Portal may kindly be developed, tested, operationalized and made fully functional on TOP PRIORITY, so as to facilitate commencement of the online application process without any delay.

Necessary confirmation regarding the successful activation and operationalization of the Online Internship Portal, along with the URL/link of the activated portal, may kindly be furnished to the Training Cell for taking further necessary action in the matter.

Encl.: Approved Circular along with Annexure.

(Pradeep Kumar)
Dy. Director (Training)

Deputy Director (IT)

Copy to:-

1. Director (A&P): for kind information please.

	DELHI JAL BOARD: GOVT. OF NCT OF DELHI OFFICE OF THE DEPUTY DIRECTOR (TRAINING) VARUNALAYA PHASE-II: KAROL BAGH NEW DELHI-110005 EMAIL ID : pdtrgdjb888@gmail.com	
---	--	---

No.DJB/DD (Trg)/Internship Prog./2026/E-364824/ 362 to 364

Dated : 18.08.2026

C I R C U L A R

Subject: Introduction of Young Aqua Leaders Internship in Delhi Jal Board Reg..

The Board of the Delhi Jal Board, in its 179th Board Meeting held on 28.07.2026, vide Resolution No. 1604 (Item No. Admn.-753), has accorded approval for the introduction of the Young Aqua Leaders Internship in the Delhi Jal Board.

The Internship is being introduced with the objective of providing Final Year Undergraduate Students, Fresh Graduates and Postgraduates from recognized Universities, Colleges, Institutions, and Technical Educational Institutions an opportunity to gain practical exposure to the functioning of the Delhi Jal Board and to contribute towards research, innovation, policy formulation, public outreach, citizen engagement, and water sector governance.

The following guidelines shall govern the implementation of the Internship:

1. Eligibility Criteria:- Applicants shall be eligible subject to the following conditions:

- i. The applicant shall have attained the age of 18 years on the date of submission of the application.
- ii. The applicant shall be pursuing or have successfully completed studies from a recognized University, College, Institution, or Technical Educational Institution.
- iii. The following categories shall be eligible:
 - Final Year Undergraduate Students;
 - Fresh Graduates who have completed their Bachelor's Degree within two years preceding the date of application; and
 - Fresh Postgraduates who have completed their Master's Degree within two years preceding the date of application.
- iv. Preference may be accorded to applicants possessing strong academic credentials, research aptitude, and skills relevant to the functional requirements of the Internship.

2. Application Procedure

- i. Applications shall be invited only through online mode at the official website of Delhi Jal Board at: <https://delhijalboard.delhi.gov.in>.

- ii. Applications shall be invited for two internship sessions every year, namely October–March and April–September. The last date for submission of applications shall be 1st September for the October–March session and 1st March for the April–September session.
- iii. The prescribed Application Form is enclosed as Annexure-I.
- iv. Applicants shall submit the prescribed mandatory documents, including Curriculum Vitae along with three recent passport-size photographs, a valid Identity Card issued by the Educational Institution indicating the Enrollment Number, and such other supporting documents as prescribed in the Application Form. Undergraduate applicants shall upload a duly signed Parent/Legal Guardian Consent Form along with the online application.
- vii. No physical application shall be entertained unless specifically called for by the Delhi Jal Board.

3. Scrutiny of Applications:- All applications shall be scrutinized by the Delhi Jal Board to verify eligibility, academic credentials, and completeness of supporting documents. Applications found incomplete or not meeting the prescribed eligibility conditions shall be liable to be rejected without assigning any reason.

4. Selection Procedure:-

- i. Selection shall be made by an Internship Committee headed by an officer not below the rank of Director.
- ii. The selection shall be based on the following evaluation criteria:

Sl. No.	Criteria	Weight age
1	Academic Performance	50%
2	Statement of Purpose	500-word write-up with the application (30%)
3	The suitability of the applicant's discipline for the functional areas notified for that cycle	20%

5. Number of Interns, Duration and Honorarium:- The maximum number of interns in each Internship Cycle shall be 40 (Forty).

Category	Nos. of Intern	Internship Duration	Honorarium
Undergraduate Interns (Final Year)	20	2 Months	Nil
Graduate & Postgraduate Interns	20	6 Months (Based on Performance and department requirement)	Rs.15, 000/- per month.
Total	40	-	-

6. Terms and Conditions:-

- i. Each intern shall submit a Joining Report within one week of joining, a Mid-Term Progress Report, and a Final Project Report. Additional assignments, including

- presentations, case studies, research papers, documentation, and data analysis, or any other work assigned during the internship period, as determined by the concerned division.
- ii. Interns shall maintain office discipline, ensure confidentiality, and adhere to prescribed working hours. A minimum attendance of 90% shall be mandatory for issuance of the Internship Completion Certificate.
 - iii. The Delhi Jal Board reserves the right to discontinue the internship at any stage on account of misconduct, unsatisfactory performance, unauthorized absence, or breach of confidentiality; no honorarium shall be payable for the unserved period.
 - iv. Every intern shall execute a Confidentiality-cum-Data Protection undertaking prior to commencement of the internship.
 - v. All information accessed during the internship shall be governed by the provisions of the Digital Personal Data Protection Act, 2023, and other applicable laws, rules, and instructions issued by the Government from time to time.
 - vi. No document, report, photograph, drawing, data, or information obtained during the internship shall be published, reproduced, or shared through print, electronic, or social media without prior written approval of the Delhi Jal Board.
 - vii. Access to SCADA systems, control rooms, and plant control systems shall be strictly observation-based and only under the supervision of authorized officers.
 - viii. The Intellectual Property Rights in all reports, studies, research papers, presentations, software, databases, and other outputs prepared during the internship shall vest exclusively with the Delhi Jal Board.
 - ix. Field visits shall be undertaken only under the supervision of authorized officers and with mandatory use of Personal Protective Equipment (PPE) at WTPs, STPs and sewer installations. Interns shall not be deployed in hazardous or safety-sensitive operations.
 - x. The Delhi Jal Board shall not be responsible or liable for any injury, accident, loss, damage, or claim arising during the course of the internship.
 - xii. The internship shall not confer any right whatsoever for appointment, employment, contractual engagement, regularization, shall not create any employer-employee relationship or any other claim for service under the Delhi Jal Board or the Government of NCT of Delhi at any time.

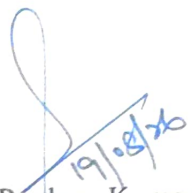
7. Certificate, Letter of Recommendation and Recognition:- Interns who successfully complete the Programme and fulfil all prescribed requirements shall be awarded a Certificate of Internship Completion. A Letter of Recommendation (LoR) may also be issued to deserving interns based on their performance and recommendations of the concerned supervising officer. Outstanding interns may also be recognized through a 'Best Intern Award' during each internship cycle, on the recommendation of the Internship Committee.

8. Power to Amend:- The Delhi Jal Board reserves the right to amend, modify, relax, interpret, suspend, or withdraw any provision of the internship in public interest or to meet administrative requirements. The decision of the Competent Authority shall be final and binding on all concerned.

9. Removal of Difficulties:-If any difficulty arises in the implementation or interpretation of the internship or administration, the Competent Authority may issue such orders, clarifications, or guidelines as may be considered necessary for removing the difficulty. The decision of the Competent Authority shall be final and binding.

This issues with the approval of the Competent Authority.

Encl.: As above.


(Pradeep Kumar)

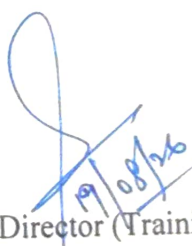
Deputy Director (Training)

To:

1. Dy. Director (IT) with the request to develop and operationalize the dedicated Internship Portal on the Delhi Jal Board website for online submission of applications, uploading of supporting documents, generation of applicant database and providing backend access to the Training Cell for scrutiny, processing, monitoring and maintenance of internship records. DD (IT) may also upload this Circular alongwith Annexure-I (Application Form).
2. Deputy Director (Public Relations) with the request for wide publicity of the Young Aqua Leaders Internship in Delhi Jal Board through leading newspapers, digital media, social media platforms, and other appropriate communication channels in accordance with the approved advertisement.

Copy for information to:

1. Chief Executive Officer, Delhi Jal Board.
2. Member (Administration), Delhi Jal Board.
3. Members Board.(Finance)
4. All Chief Engineers/Directors


Deputy Director (Training)

Application No: _____

(To be filled by the Office)

APPLICATION FORM
STUDENT INTERNSHIP PROGRAMME- DELHI JAL BOARD, 2026

Instructions:

Passport Size
photograph

Forms to be filled in Block Letters.
All fields under this form are mandatory

1. Name :
2. Course Pursuing along with Semester/year:
3. College/University :
4. Father's Name :
5. Mother's Name :
6. Date of Birth :
7. Gender :
8. Email ID :
9. Contact No :
10. BANK/ PAN details (wherever applicable)

DETAILS OF EDUCATIONAL QUALIFICATION

Qualification	Passing Year	Name of School/College	Name of Board /University	Subject(s)	Obtained Percentage
High School					
Intermediate					
Graduation					
Post Graduation					

DOCUMENTS (Mandatory to be enclosed)

1. Curriculum Vitae (**with three passport size photograph**)
2. Identity Proof (Aadhar Card / Driving License/ Passport/ Voting Card)
3. Copies of Educational certificates
4. **Identity – Card of the educational institution with enrollment no.**
5. 500 words write-up "Reason for Joining as Intern in Delhi Jal Board".

(Signature of Applicant)

(Signature of Member Administration of Department with Seal/ Stamp)
(To be filled by the Office)