

NO: EDN-HPSES(SS)-

O/o the State Project Director, Samagra Shiksha
Himachal Pradesh, Shimla-1

Dated Shimla

the

6 Jan, 2026

To

Deputy Director (QC) cum DPO,
All DIETs, Samagra Shiksha,
Himachal Pradesh.

Subject: Execution/Implementation of Internship/On-the-Job Training (OJT) for Class XII Vocational Students through empanelled agency.

Sir/Madam,

In continuation of instructions issued from time to time regarding the conduct of Internship/On-the-Job Training (OJT) for vocational students under the NSQF component of Samagra Shiksha, it is hereby informed that the implementation of OJT has been approved for Class 12th vocational students through the empanelled agency, M/s Paradise Group.

The Internship/OJT is a mandatory component of the NSQF curriculum and is required to be completed within the prescribed academic timeline. In view of the time constraints due to winter conditions and the forthcoming annual examinations, the activity shall be taken up on priority, tentatively with effect from ... January, 2026.

Scope of Internship/OJT

The Internship/OJT shall be organised in two groups for Class 12th;

1. Meritorious vocational students- OJT will be conducted for three days, within/outside the state as per module attached at Annexure-A.
2. Other class 12th vocational students- OJT will be conducted for one day within the state as per module Annexed at B.

The empanelled agency i.e. M/s Paradise group, shall facilitate internships in reputed and relevant industries both within State and outside the state, as per availability of industries & approved plan.

Roles and Responsibilities

A. Empanelled Agency (M/s Paradise Group)

- The agency will coordinate with the Distt authorities/Block level point person appointed for the purpose by the Deputy Directors (QC) on the recommendation of District Vocational Coordinator (DCO).
- Identification and finalisation of suitable industry partners aligned with the vocational trades.
- Ensuring safe, non-hazardous and student-friendly work environments.
- Deployment of adequate supervision and coordination mechanisms and arrangements of RPs for Hands on Training.
- Maintenance of attendance records, capturing of quality pictures and videography for all sectors and industry feedback.
- Issuance of Internship/OJT Completion Certificates to students.
- Submission of complete documentation and final reports to Samagra Shiksha.

B. Deputy Directors (QC) cum DPOs

- Overall coordination and monitoring of the Internship/OJT at the district level.
- Issuance of necessary instructions to schools and other field functionaries.
- Ensuring timely submission of student data, trade-wise details and consent forms.
- Facilitating communication between School, Vocational Trainers and the Agency.
- Verification of requisite records and compliance submitted by the agency.

- Issuing directions to blocks for appointing a Single Point of Contact (SPoC) at the block level and sharing the contact details with the agency, for better coordination and support.
- Ensuring that the empanelled agency coordinates and liaises with the district office authorities for effective planning of all related tasks and extending necessary support for the same.

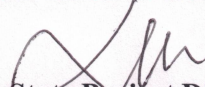
C. Schools/Vocational Trainers

- Preparing students for internship, including briefing them on discipline, safety and expected conduct.
- Ensuring student attendance and participation during the internship period and also collecting consent letter from each parents for allowing their student to send them on internship.
- Assisting in maintenance of student records and feedback.
- Obtaining consent of all nominated students and their parents for the Internship/OJT, maintaining proper records and sharing the same with the DIET authorities; the consent format is enclosed at Annexure–C.

General Terms and Conditions

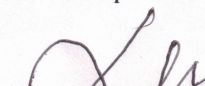
- Internship/OJT shall be conducted strictly as per NSQF guidelines and instructions issued by Samagra Shiksha/Department of Education.
- No student shall be deployed in hazardous conditions or assigned work not related to the approved vocational trade.
- Parental consent and student undertakings, wherever required, shall be obtained prior to commencement of the Internship/OJT.
- Any deviation, issue or grievance shall be reported immediately to the DPO and the State Project Office.
- The Internship/OJT shall be completed within the prescribed timeframe to ensure academic compliance.
- No financial demand shall be raised from students or schools under any circumstances.

You are hereby directed to personally get involved in disseminating the above mentioned directions to the field level and ensure the participation of 12th class Vocational students for the OJT/Internship. The Transportation or any incidental charges from school to designated place and back shall be met out of the Vocational School funds available or from MMER.


State Project Director (SS)
Himachal Pradesh, Shimla-1

Copy to.

1. The Education Secretary to the GoHP for information
2. The Director of School Education for information
3. M/s. Paradise Group with the request to share the district-wise plan of OJT as per the work order already given to this agency


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Himachal Pradesh, Shimla-1