



समुद्री उत्पाद निर्यात विकास प्राधिकरण

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

(वाणिज्य एवं उद्योग मंत्रालय , भारत सरकार) /

(Ministry of Commerce and Industry, Govt. of India)

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Guidelines for Internship in MPEDA

1. Objective

The Internship Programme in the Marine Products Export Development Authority (MPEDA) is designed to provide students with structured practical exposure to the functioning of the organization and the marine products sector. The programme aims to bridge the gap between academic learning and professional practice by offering interns an opportunity to engage in meaningful assignments within different divisions of the Authority.

Under this programme, interns may be involved in a range of professional and technical activities, including project work, data collection and analysis, documentation, reporting, policy-related studies, and operational support tasks relevant to the activities of MPEDA. This exposure enables students to apply their academic knowledge in a real-world organizational environment, gain insights into the functioning of a statutory body involved in the promotion of marine product exports, and develop practical skills such as research, analytical thinking, communication, and professional work practices.

Overall, the internship programme is intended to enhance the learning experience of students, familiarize them with the marine products export sector, and contribute to capacity building by nurturing young talent with exposure to industry and institutional processes.

2. Nature of Internship

- The internship shall be temporary and purely educational/training in nature.
- The internship does not create any employer–employee relationship between the organization and the intern.
- Internships are designed for academic and skill development purposes only.
- Internship is permitted in any office of MPEDA, including its field offices, laboratories, Societies and Trade Promotion Offices, with the prior approval of the Competent Authority.
- For all practical reasons, the number of interns per entity under MPEDA is limited to THREE only. And in case of sections in MPEDA Head Office, it will be TWO only.
- The workplace of interns will be limited to the office/lab space, and shall not be used for any field-level activity, and works of secure, sensitive and confidential nature.

3. Eligibility

Applicants must:

- Be currently enrolled in a recognized University, College, or Institution in India or abroad.
- Pursue Undergraduate, Postgraduate, or Professional courses relevant to the organization's activities.
- Candidates who have successfully completed the courses relevant to MPEDA's activities can also apply.
- Submission of a recommendation or request letter from the Head of the Institution/Department is desirable.

4. Duration & Age limits

- The internship may range from 6 weeks to a maximum of 6 months, depending on the academic or institutional requirements.
- Students who completed the course or are in the final year graduation/post graduation/professional courses/ Management Courses/specialized or advanced studies are encouraged to apply.
- The maximum age limit to apply for internship is restricted to 30 years as of 30th June of the calendar year.
- Mandatory internships must follow the duration specified by the educational institution.
- Any extension of the internship requires prior approval from the competent authority, and the decision will be based on a case-by-case basis.

5. Areas of Internship and Scope of Work

Areas of Internship	Scope of Work
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EDP / IT Systems	<ul style="list-style-type: none"> • Assist in maintenance and basic support of IT infrastructure and systems. • Support database management, system upgrades, and application testing. • Assist in automation of internal processes and workflows. • Gain hands-on experience with MPEDA's internal software applications and digital platforms. • Assist in drafting IT-related policy, application documents, and user guidelines. • Provide support in data handling, reporting, and coordination with technical teams.
Statistics and Data Analysis	<ul style="list-style-type: none"> • Collect, compile, and analyze fisheries and seafood export data. • Monitor trends in production, exports, and markets. • Prepare statistical reports and visualizations for internal and external use. • Support research and policy analysis using data. • keen to learn or preferably worked on a project contains skills of Excel formula, Excel VBA, Python, R, SQL or one among this in order to automate necessary regular tasks and make small software tools for internal use. • Prediction and forecasting of trade data. • Analyse national/international, country / product/ port/ buyer/exporter/required permutation and combination of trade data fields and come up with meaningful statistical inferences. • Read and make inference in the form of text / data information using content from various National / International subscriptions or other sources to make inputs for PRIME, PPT presentations or note.
Data Management and Reporting	<ul style="list-style-type: none"> • Enter, validate, and manage data in the MIS • Preparation of State profiles and country profiles pertaining to fisheries and marine product exports. • Generate dashboards and reports for decision-making • Maintain accuracy and integrity of organizational datasets. • Assist in consolidating data from multiple sources.

Aquaculture	<ul style="list-style-type: none"> • Collect and analyze data on aquaculture production and practices • Support documentation on monitoring of hatcheries, farms, and sustainability initiatives. • Assist in research studies and reports on aquaculture technology and productivity • Document best practices and compliance with regulatory standards • Preparation, and documentation of the Annual Training Calendar and related extension activities. • Analysis of programmes/schemes & outcomes • Support in activities related to social media and publications on Aquaculture
Capture Fisheries	<ul style="list-style-type: none"> • Support collection and analysis of data on capture fisheries • Assist in documentation on monitoring fishing activities, stock assessments, and catch trends • Prepare reports on resource utilization and fishery management • Support policy recommendations for sustainable fishing practices. • Preparation, monitoring and documentation of Annual Training Calendar
Quality Control & Lab	<ul style="list-style-type: none"> • Sample extraction. • Preparation of buffers, chemical reagents, media etc. • Laboratory instrumentation • Awareness of general requirements for the competence of testing and Calibration laboratories as per ISO/IEC17025:2017. • Understanding of laboratory internal quality control measures • Assist in monitoring of various national and international food safety regulations affecting seafood exports • Analysis of data related to import rejections, quality complaints etc. • Assist in monitoring seafood quality and safety standards • Analyze data related to food safety, hygiene, and regulatory adherence • Help develop quality dashboards and reporting for internal and external stakeholders
Value Addition	<ul style="list-style-type: none"> • Assisting in the preparation of proposals for pilot projects /schemes related to seafood value addition

	<p>and in organizing value addition training programmes for seafood processing workers.</p> <ul style="list-style-type: none"> • Assist in the scrutiny of applications under various value addition schemes • Assisting in follow-up actions for the collection and compilation of asset monitoring reports and export obligation statements from beneficiaries.
Publicity	<ul style="list-style-type: none"> • Assist in planning, coordination, and participation in national and international trade fairs. • Assist in the compilation, editing, and proofreading of the MPEDA newsletter. • Assist in the creation, editing, and scheduling of social media posts for MPEDA platforms. • Assist in the creation of Stock photo database.
Other Areas / Project Support	<ul style="list-style-type: none"> • Support ongoing projects related to data analytics, MIS, fisheries, or export promotion. • Assist in documentation, presentations, and reporting • Contribute to process improvements, system enhancements, or research studies • Perform other tasks assigned by the supervising officer within the internship scope • Accounts and Audit-related internships

6. Selection and Approval

- Applications will be reviewed by the concerned department or section.
- Selection will be based on:
 - Relevance of academic background
 - Availability of infrastructure and supervising personnel
 - Approval by the competent authority
- The organization reserves the right to accept or reject applications without assigning reasons.

7. Financial Implications

- Internship will carry a stipend of ₹3000 per month of completed internship. The stipend will be paid in fraction.
- No other allowance on travel allowance, accommodation, or any other financial support will be extended to the interns.

8. Working Hours

- Interns shall follow the standard working hours of the department to which they are attached.
- Regular attendance, punctuality, and professional conduct are mandatory.

9. Conduct and Discipline

- Interns must comply with the organization's rules, regulations, and code of conduct.
- Misconduct, indiscipline, or breach of confidentiality may result in immediate termination of the internship.

10. Confidentiality

- Interns shall maintain strict confidentiality of all organizational data, documents, and systems accessed during the internship.
- A confidentiality undertaking may be required before starting the internship.

11. Termination

- The organization may terminate the internship at any time for unsatisfactory performance or conduct.
- Interns may also discontinue the internship by providing 15 days prior notice to the Authority.

12. Certificate

- A certificate of internship will be issued upon:
 - Successful completion of the approved internship period
 - Submission of any required reports or feedback reported by the concerned section.
 - Certificate shall be signed by the section in-charge and competent authority (Director/ Secretary).

13. Application Process

Interested candidates may apply by submitting:

- An application letter indicating the purpose and proposed duration of the internship
- Curriculum Vitae (CV)
- Recommendation/request letter from their educational institution (if applicable)
- A brief note outlining the proposed project, including its objectives, scope, and relevance, along with a clear description of the contribution or value addition the applicant proposes to bring to the institution through the internship. This may include the expected outcomes of the project, innovative ideas, analytical inputs, research support, or improvements in processes, documentation, data management, or operational activities that could benefit the institution. The note should also indicate how the applicant's academic background, skills,

and areas of interest align with the proposed work and how the internship would contribute both to the institution's objectives and the applicant's learning experience.

- Applications should be sent to the designated contact person/email as specified by the Authority.

14. Monitoring

Monitoring will be done by a Committee headed by Deputy Director (Personnel).

15. Conclusion

These guidelines provide a structured, transparent, and uniform framework for engaging interns. The program is designed to enhance the intern's practical skills while supporting organizational objectives, with limited financial implications.

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