

Anthropological Survey of India
National Internship Programme
Internship Guidelines

WHAT IS UNIQUE ABOUT THE AnSI INTERNSHIP PROGRAMME?

The Internship Programme of the Anthropological Survey of India (AnSI) offers a distinctive learning experience that goes beyond conventional internships. At AnSI, interns are not merely observers; they become active participants in the process of anthropological research and knowledge generation.

As India's premier institution dedicated to anthropological research, AnSI provides interns with opportunities to engage directly with the Institute's rich biological, cultural, linguistic, and archaeological studies or engaged in AnSI projects in their own departments/universities in collaboration with AnSI under collaborative university internship. Interns may choose to work at Head Office or Eastern Regional Centre, Kolkata, West Bengal. North-West Regional Centre, Dehradun, Uttarakhand, Southern Regional Centre, Mysore, Karnataka. Western Regional Centre, Udaipur, Rajasthan. North-Eastern Regional Centre, Shillong, Meghalaya, Central Regional Centre, Nagpur, Maharashtra and Andaman & Nicobar Regional Centre, Sri Vijaya Puram. With the guidance of experienced scientists and researchers, the interns gain practical exposure to multidisciplinary research methodologies and professional work environments.

Depending on the assigned project and centre, interns may have opportunities to:

- Anthropological field investigations and ethnographic documentation
- Museum curation and collection management
- Biological and forensic anthropology laboratory work
- Archaeological and heritage documentation
- Tribal and community-based research
- Documentation, digitization, and archival management
- Data analysis and scientific report preparation
- Academic seminars, lectures, workshops, and research discussions
- Access library and archival resources.

The programme emphasizes experiential learning, critical thinking, ethical research practices, and scientific documentation. The internship is designed to bridge academic learning with practical research experience, thereby preparing students for higher studies, research careers, museum professions, heritage management, public policy, and allied disciplines. No fee is charged for the internship programme.

Each internship is supervised by designated mentor(s) who guides the intern throughout the programme, monitors progress, and evaluates the work completed.

For detailed information regarding eligibility, available research areas and other guidelines, applicants are advised to refer to the complete AnSI Internship Brochure and FAQs given on the AnSI's website <https://ansi.gov.in> .

APPLICATION PROCEDURE

Applicants are requested to follow the steps below:

- Download the prescribed Internship Application Form.
- Complete the application in full. All fields must be filled.
- Obtain the recommendation of the Head of the Department (HoD) or the competent academic authority in the prescribed recommendation format included with the application.
- Scan the completed application along with all supporting documents into a single PDF file.
- Email the application to: internship@ansi.gov.in

INTIMATION

Applications received by the Program Management and Coordination (PMC), AnSI Headquarters, are processed on a rolling basis (as and when they are received). Applicants are normally informed about the status of their application within 15 working days from the date of receipt of the complete application. If no communication is received within this period, applicants may send an email enquiry to internship@ansi.gov.in

To facilitate efficient processing, applicants are requested not to make telephonic enquiries regarding the status of their applications. All correspondence should be made through email.

BOARDING AND LODGING

Subject to availability, AnSI may provide accommodation to outstation interns in its Guest House, dormitory facilities on payment of a nominal charge.

Accommodation facilities vary across Regional Centres and Field Stations. Details regarding accommodation facilities are available on the AnSI website <https://ansi.gov.in>. Accommodation is limited and cannot be guaranteed. Allocation is made strictly subject to eligibility and availability. However, priority may be given to interns travelling from outside the station.

OFFICE HOURS

Interns are expected to observe the official working hours of the institution. Attendance during all working days is mandatory. Working Hours: 10:30 AM – 5:00 PM, Lunch Break: 1:30 PM – 2:30 PM

COMPLETION OF ASSIGNMENTS

Interns are expected to maintain a high standard of academic commitment and professional responsibility throughout the internship. Interns will work under the supervision of assigned mentor who will provide regular assignments and monitor progress.

At the conclusion of the internship, every intern is required to submit a comprehensive internship report based on the work carried out during the programme. Successful completion of all assigned work is a prerequisite for the award of the Internship Completion Certificate that will be sent by email and may be downloaded for future use.

DISCIPLINE AND PROFESSIONAL CONDUCT

AnSI expects every intern to uphold the highest standards of professionalism, integrity, and ethical conduct. The Interns shall:

- Observe all institutional rules and regulations.
- Respect the authority of mentors, scientists, technical staff, and administrative personnel.
- Maintain punctuality and regular attendance.
- Follow laboratory, museum, library, and field safety protocols.
- Preserve the confidentiality of unpublished research data and institutional records.
- Maintain proper decorum within the campus.
- Use institutional facilities responsibly.
- Maintain courtesy, mutual respect, and professional behaviour towards all members of the institution are expected at all times.

Any act of indiscipline, misconduct, damage to institutional property, breach of confidentiality, or violation of institutional rules may result in termination of the internship without prior notice.

CONTACT FOR INTERNSHIP-RELATED MATTERS

Officer-in-Charge, Program Management and Coordination (PMC), Anthropological Survey of India, Ministry of Culture, Government of India, EN-79, Sector V, Salt Lake City, Kolkata – 700091, West Bengal, India. Email: internship@ansi.gov.in