

No. A.33025/4/2012-Ad.I.
Ministry of Finance
Department of Expenditure
(Personnel Division)

North Block
New Delhi 15th February, 2013

Internship Programme of Department of Expenditure

The objectives and guidelines/salient features of the Internship Programme of the Department of Expenditure for Undergraduates of five year integrated course / Graduates pursuing Post-Graduation or pursuing Research are given below:

Objective	○ To familiarize willing and eligible Undergraduates pursuing five year integrated courses and Graduates pursuing Post-Graduation/Post-Graduates pursuing Research with the overall process of formulation of economic policies of the Government. ○ The internship is neither a job nor any such assurance for a job in the Department of Expenditure.
Eligibility	Indian nationals pursuing Post-Graduation Research Courses <u>in Economics/Finance/Management</u> and in the 4th and 5th year of <u>5 year Integrated Courses in Law/any other professional</u> course from Universities / Institutions of National and International repute are eligible to apply for the Internship provided- (a) Students pursuing post-graduate courses should have obtained a first class Graduate degree; (b) Research Scholars pursuing courses in Economics/Finance/Management, should have obtained at least 50% in Post-Graduation; and (c) Students in the 4th & 5th year of the 5 year integrated Law course should have obtained at least 80% marks in their 12th Class examination.
Duration	Duration of internship will be from <u>two to six months</u> at different points of time during financial year 2013-14
Token Remuneration	Token remuneration @ Rs. 10,000/- per month per intern, payable on satisfactory completion of their internships and on submission of their Report/Paper.
Declaration of Secrecy	Interns will be required to furnish to the Department a declaration of secrecy before reporting for the Internship.
Logistics of Secrecy	Interns will be provided with the necessary logistics support i.e. office space and computer with internet facility.

Placement	The interns would be attached with one of the DS/Director level officer in the different Divisions of the Department of Expenditure keeping in view the areas of interest expressed by the candidates and as per the preference of that Division.
Submission of Paper	The interns will be required to present to the Head of the Division a Report/Paper on the allotted subject at the end of the internship. Simultaneously, they will also be required to give to the concerned HoD their mandatory feedback on their experience of the Programme, monitoring and supervision by the Director/JS concerned.
Certificate of Internship	Certificates will be issued to the interns on satisfactory completion of their internship and on submission of their Report/Paper and its evaluation by the DS/Director level officer in the concerned Division.
How to apply	The interested and eligible students are to send their applications, along with their CVs in the enclosed proforma to Director(Admn), Department of Expenditure, Room No. 76, North Block, New Delhi latest by 15th March, 2013 for the month of April and May, 2013. Thereafter, the applications may be submitted by the 1 st of the month preceding the month from which they intend to join.
Selection	All the applications will be scrutinized by the Selection Committee. Offers will be sent to selected interns subject to availability of slots, consent of the concerned Division and approval of the Selection Committee. The Department shall accommodate interns not exceeding five at any point of time.

2. The details of the Programme are available on the Website (<http://www.finmin.nic.in/>) of the Ministry of Finance. Willing and eligible students are requested to send their applications in the enclosed proforma to the "Director (Admn), Department of Expenditure, Room No. 76, North Block, New Delhi" latest by 15th March, 2013 for Internship Programme during the financial year 2013-14.


 (BIPLAB KUMAR ROY)
 Under Secretary(Admn)
 Phone: 011-23095695
 e-mail : roy.biplab@nic.in

To:

✓ The Senior Technical Director, NIC, North Block, New Delhi with the request to put the Scheme on the Website of the Ministry of Finance.

**APPLICATION FORM FOR INTERNSHIP PROGRAMME
DEPARTMENT OF EXPENDITURE**

Phone number of sponsoring institution:

BIO-DATA

Full Name (Mrs./Ms./Mr.):

First Name

Middle Name

Last Name

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Date of Birth: (DD/MM/YY)

Age as on 01.04.2013

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Full Postal Address for communication (including e-mail address):

E-mail.

Telephone No:

Residence

Mobile

Educational Qualification:

Exam	University/Institute	Year of passing	% of Marks	Subject (Arts/Commerce/Science/Tech etc.)

(Attach additional sheets, if required)

Additional Qualifications (CA/ICWA/Computers etc):

Subject of Specialisation / Interest

Extra Curricular Activities

Projects Undertaken

Project Preferences: (Please note that it may not always be possible to allocate project of your choice).

Preferred duration / time period for the internship:

The applicants are also required to submit a write-up, in their own hand and duly signed, not exceeding 500 words, on why they would consider this programme useful and how it fits in with their expectations of career growth.

I certify that above information furnished by me is true to my knowledge and belief. I also agree that in the event of any misrepresentation and/or falsification of information, my internship shall be liable for termination without notice and without prejudice to any other administrative/legal proceedings that Department of Expenditure may deem fit to initiate.

Place:

Signature:

Date:

Name:

Authentication of particulars furnished above by the Institute/University

This is to certify that the information by Mrs./Ms./Mr. _____ in the form of application above is correct to the best of our knowledge.

Recommendations, if any.

(Signature & Seal of Authorised Official)