

No. A- 48011/27/2012 – Admn.I
Government of India
Ministry of Finance
(Department of Economic Affairs)

New Delhi, 8th January, 2013.

Subject : Internship Scheme of the Department of Economic Affairs for 2013-14.

Department of Economic Affairs has the mandate to carry out not only the economic diplomacy but also to build and maintain the economic health of the country, which essentially envisages close interaction with various financial institutions, both domestic and international.

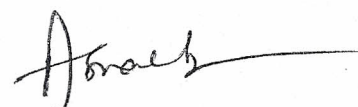
2. The need for an Internship Scheme for the Department has been felt for quite sometime, which is beneficial to both the Department and the intern. The Internship Scheme will ensure interaction of the officers of the Department with the young scholars with brilliant academic background from reputed academic institutions in the country. The refreshing ideas from the field of academics will help the Department in its activities even as it provides an excellent opportunity to the interns to familiarize themselves with the overall process of formulation of economic policy of the Government at the macro level.

3. The interns from the reputed Economic Institutes/ Schools/ National Management Institutes/ National Law Schools are expected to be instruments par excellence in adding flavour to the functioning of the Department. DEA shall assign to an intern a specific assignment from an area administered by the Department. Such area could be Capital Market, Economic Reforms at macro level, Development Assistance to India from multilateral / bilateral financial institutions/ countries, Exchange Management, Foreign Investment in India and Indian Investment abroad, Monetary Policy, Fiscal Policy, Tariff Policy, Domestic Regulations, Inflation Management, Debt Market Operation and Debt Management (External and Domestic), Small Savings, Modernisation of Budget Documents etc.

4. The **objective and guidelines/ salient features** of the Internship Scheme of the Department of Economic Affairs for Undergraduates of five year integrated course in Law; Graduates pursuing Post-Graduation; Post- Graduates pursuing Research are given below :

Objective	<ul style="list-style-type: none">• To familiarize the willing and eligible Undergraduates pursuing five year integrated course in Law / Graduates pursuing Post-Graduation in Economics/ Finance/ Management / Post-Graduates pursuing Research in Economics/ Finance/ Management with the overall process of formulation of economic policies of the Government at macro level.• The internship is neither a job nor any assurance thereof in the Department of Economic Affairs.
------------------	--

...contd.2.....



Eligibility	Candidates pursuing Post Graduation, Research Courses in Economics/ Finance/ Management and 4 th & 5 th year of 5 year Integrated Courses in Law from Universities/ Institutions of National and International repute are eligible to apply for the internship provided :- (a) The Post-Graduation students should have obtained a first class Graduate degree: (b) Research Scholars pursuing courses in Economics/ Finance/ Management, they should have obtained at least 50% in Post-Graduation; and (c) Students of the 4 th or 5 th year of 5 year integrated Law course should have obtained at least 80% marks in 12 th examination.
Duration	Duration of internship will be upto six months at different points of time during the financial year 2013-14 (other than December to February).
Token Remuneration	Token remuneration @ ₹ 10,000/- per month per interns, payable on satisfactory completion of their internships and on submission of their Report/ Paper.
Declaration of Secrecy	Interns are required to furnish to the Department a declaration of secrecy before reporting for the internship.
Logistics Support	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 concerned Division of the Department.
Submission of Paper	The interns will be required to present to the concerned Head of 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 Scheme, monitoring and supervision by the JS concerned.
Certificate of Internship	Certificates will be issued to the interns on satisfactory completion of their internships 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 prescribed format to Joint Secretary (Administration), Department of Economic Affairs, North Block, New Delhi latest by 8-2-2013.
Selection	All the applications will be scrutinized by the Selection Committee. The actual offer will be sent to the 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 fifteen in a financial year.

5. In order to allocate the selected applicants, as per their interests, to various Division, it is suggested that the applicants should go through the website of the Ministry of Finance and indicate in their application the name of Division and three topics of their interest, in order of preference, on which they would like to work upon during their internship.

....contd....3.....



6. The details of the Scheme 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 prescribed format to The Under Secretary (Admn-I), Department of Economic Affairs, North Block, New Delhi by 8-2-2013** for the Internship Scheme during the financial year 2013-14.



(Ashok Kumar)

Under Secretary to the Government of India.

Tel : 23092872.

To

The Senior Technical Director, NIC, North Block, New Delhi with the request to put the Scheme on the Website of the Department of Economic Affairs.

APPLICATION FORM FOR INTERNSHIP SCHEME OF THE DEPARTMENT OF ECONOMIC AFFAIRS 2013-14.

Name & full address of the sponsoring institution:

(Latest Passport Size
Photograph of the
applicant)

Phone number of sponsoring institution:

BIO-DATA

Full Name (Mrs/Ms/Mr):
(Surname first)

Date of Birth:

Age

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

E-mail:

Telephone No:

Residence

Mobile

Educational Qualifications:

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

Additional Qualification (CA/ICWAI/Computers etc):

.contd.p.2.....

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)

--

(For Research Students only)

Brief description of the subject/purpose of the current research.

--

I certify that above information furnished by me is true to the best of my knowledge and belief.

Place :

Signature :

Date :

Name :

Authentication of particulars furnished above by the Institute/University

This is to certify that the information furnished 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)