

Annexure - I

SOP for Internship Programme

1. Introduction

1.1. The Indian Cyber Crime Coordination Centre (I4C) has been established under the Ministry of Home Affairs (MHA) to create an effective framework and ecosystem for prevention, detection, investigation and prosecution of cybercrime in a comprehensive and coordinated manner. It consists of seven verticals:

- i) National Cybercrime Reporting Portal (NCRP) (www.cybercrime.gov.in) for centralised reporting of cybercrime complaints.
- ii) The National Cybercrime Threat Analytical Unit (NCTAU) is responsible for bringing together law enforcement agencies to share threat intelligence reports.
- iii) National Cyber Forensic Laboratory (NCFL) with state of the art forensic tools at Dwarka, Delhi.
- iv) Platform for Joint Cybercrime Coordination Team (JCCT) for coordinated efforts against cybercrimes with the help of law enforcement agencies.
- v) National Cybercrime Training Centre (NCTC) is for advanced simulation, capacity building, and training of LEAs Judicial Officers on Cybercrime.
- vi) The National Cybercrime Ecosystem Management Unit (NCEMU) coordinates with academic institutions, ministries, and more.
- vii) National Cyber Research and Innovation Centre (NCR&IC) allows I4C to partner with various Institutes for Research and Development in cybercrime.

1.2. Cyberspace is a dynamic environment of interactions among people, software and services supported by World-wide distribution of Information and Communication Technology (ICT) devices and networks. Cyberspace has brought in the latest innovative technologies and modern gadgets. However, it has inevitably increased dependencies on computer resources and internet-based networking. The exponential increase of internet users in India and the rapidly evolving technologies have also brought unique challenges, such as the fastest-growing forms of transnational and insidious crimes.

1.3 Accordingly, the Indian Cybercrime Coordination Centre initiated an Internship program in 2021 for Undergraduate/Postgraduate/PhD students of recognised Universities/Institutions to allow them to understand the various aspects of cybercrime.

2. Internship Venue: Indian Cyber Crime Coordination Centre (I4C), NDCC-II Building, Jai Singh Marg, New Delhi-110001, NCFL, Dwarka, New Delhi, Shivaji Stadium, New Delhi and seven JCCTs (States/UTs)

3. Eligibility Criteria:

Students pursuing an Undergraduate Degree, Post Graduate Degree or PhD Degree in any of the following areas :

- Information Technology
- Computer Science
- Computer Science and Engineering
- Electrical & Electronic Communication engineering
- Cyber Security, Information Security, Cyber Forensics, Artificial Intelligence, Machine Learning, Data Analytic
- LLB, LLM
- Criminology /Sociology
- Any other area related to cyberspace, technology or cybercrime

Students will be taken from the top Universities/Institutes per the National Institutional Ranking Framework 2024, Ministry of Education, including the Top 200 Engineering Institutes, Top 30 Law Universities/ Institute and 165 Institutes of National Importance.

4. Exposure and Field Visit

Students will be provided with the opportunity to visit the National Cyber Forensics Laboratory (NCFL), National Crime Records Bureau (NCRB), 1930 Call Centres, control rooms and many other institutes relevant to the work. They will receive exposure within the field of cybercrime on a national level and partake in projects for the same.

5. Intake and duration:

Maximum of 25 undergraduate, 15 postgraduate, and 10 PhD interns will be selected for Summer internship program (April to September, 2025). The internship period for

undergraduate and postgraduate students is **two months**, while for PhD students, it is **four months**.

6. Selection Procedure:

- The I4C will seek applications for internship programmes on its website. The interns must apply by the last date for application submission by post/email to the designated address notified in the advertisement on the website.
- The applications should be duly signed and sealed by the Head of the Department (HOD) of the forwarding Institutes.
- The I4C will constitute a Selection Committee for the selection of Interns.
- The Selection Committee will examine the applications received by I4C and will submit the list of selected candidates for consideration and approval by the competent authority.

7. Intern Responsibilities:

The internship programme provides an introduction to the workings of I4C and its seven verticals. It will overlook the recent trends, modus operandi, and awareness of cybercrime and its ecosystem. The internship will be assigned by the I4C as per the requirement. The interns will be appointed to appropriate level officers of I4C as supervisors/mentors. They will be an expert in the field of work assigned to the intern(s) and provide guidance. The Interns will have to attend the program regularly. Attendance will be marked daily. The intern shall maintain complete confidentiality of any information related to the I4C, MHA. All Interns have to sign a **Non-Disclosure Agreement (NDA)** before commencing the Internship.

8. Stipend

Selected Interns will be paid a stipend at the rate given below:

- Rs. 6,000/- per month per intern for UG student
- Rs. 10,000/- per month per intern for PG student
- Rs. 20,000/- per month per intern for PhD student

The stipend shall be released individually through PFMS as an electronic payment upon satisfactory completion of the internship and issuance of the certificate.

9. Submission of Report and Certification

9.1 The intern shall submit their project report duly vetted by their supervisor to the CEO (I4C). An authorised Committee comprising three members above the rank of Under

Secretary or other appropriate level officers will be constituted to evaluate the reports of Interns. The interns shall make a presentation on the report before the committee.

9.2. Certificates will be issued to interns upon satisfactory internship completion and acceptance of their report by the authorised committee.

10. Logistics support

A suitable sitting area for the interns will be arranged at the venue. However, the interns are requested to arrange for their own accommodation in Delhi.

11. Final Remark

Interns are expected to take their roles seriously. Those who do not demonstrate interest or put in sufficient effort may be relieved from the internship early. Please note that the internship does not constitute a job or guarantee future employment with the Indian Cyber Crime Coordination Centre, Ministry of Home Affairs.

Indian Cyber Crime Coordination Centre
Ministry of Home Affairs

Application for Summer Internship Programme (April-September, 2025)

Name of Applicant (in capital letters)			
Gender			
Date of Birth			
Educational Qualification	Board University	Year of Passing	Division & Marks in Percentage
(in chronological order from 12 th onwards)			
(Enclosed are attested photocopies by the HOD concerning the mark sheet from the 12 th onwards and the mark sheet for each semester of the present pursuing course. In the absence of the above, applications are liable for rejection)			
Permanent address including email ID/Telephone no./Mobile no.	Permanent Address:		
	Telephone/Mobile No:		
	E-mail id:		

<p>The course currently being pursued along with the name of the Institution/University, address, and contact details.</p> <p>Reason for wanting to join the Internship Programme in I4C, MHA</p>	<p>University/College</p> <p>Name & Address/ Contact No. Email etc.</p>	<p>Course Name</p>	<p>Year/Semester</p>
<p>Name, Address, Contract Number, Fax/Email of Head of the Department (HOD)</p>	<p>University/College</p> <p>Name & Address</p>		
	<p>Name of HOD (with Department name)</p>		
	<p>Contact Number</p> <p>Mobile/Phone</p>		
	<p>E-mail address</p>		

Signature of the Applicant

Recommendation letter and NOC to be attached with Signature, Name & Designation of Head of the Department with Office seal

Date:

UNDERTAKING

During the duration of the I4C internship Programme, I understand that my son/daughter would be required to travel within/outside the city for a visit to 7 JCCTs in states UTS/ I therefore, undertake the responsibility of safety and security of my son/daughter namely Mr./Ms. _____ during his/her Internship Programme in the I4C commencing from.....to.....

2. Period of Internship (Please mention the month in which the student wants to pursue/attend the Paid Internship Programme) _____

Signature of Parent/Guardian

Name of Parent/Guardian.....

Address.....

Contact No.....

