

No.A-12023/13/2017/Estt.G
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and promotion

Udyog Bhavan, New Delhi.
Dated the 27 March, 2018

OFFICE MEMORANDUM

Subject: DIPP Internship Scheme.

The undersigned is directed to refer to the subject mentioned above and to enclose herewith a copy each of Internship Scheme of DIPP, Internship scheme application form and format of Internship completion certificate. It is requested that the same may please be uploaded on DIPP's website under head 'Publications, sub-head 'Jobs'. *The same may also be placed under what's new section.*

Ecnl: As above.



(Dayanidhi Joshi)

Under Secretary to the Govt. of India

To
Shri Girish Chandra S/D/
Shri P.K. Rajput, Technical Director,
NIC, DIPP, Udyog Bhawan,
New Delhi

Details of DIPP Internship Scheme.

Department of Industrial Policy & Promotion (DIPP), Ministry of Commerce & Industry seeks to engage students pursuing Under Graduate/Graduate/Post Graduate Degrees or are Research Scholars enrolled in recognized University/Institution within India or abroad, as “Interns”. These “**Interns**” shall be given exposure to various Sections/Divisions within D/o IPP and would expect to supplement the process of drafting proposals, exploring existing policies, laws, rules and regulations and suggest course of action to improve regulatory environment and investment climate.

Internship:

- a) Internship shall be available throughout the year based on the requirements of various Divisions of D/o IPP.
- b) Eligibility: Applicants pursuing Graduation/Post Graduation/Research from any recognized University/Institution within India or abroad in following domain are eligible to apply:-
 - i) Engineering
 - ii) Management
 - iii) Law
 - iv) Economics
 - v) Finance
 - vi) Computers
 - vii) Library ManagementNote:- Candidates from other domains can also be considered based on requirements on case to case basis
- c) Period: The period of Internship shall be at least six weeks but not exceeding three months. Interns not completing the requisite period will not be issued any certificate.
- d) Experience Certificate: A certificate regarding successful completion of Internship shall be issued by the officer to whom the concern Intern will be reporting to in a prescribed performa.

Stipend: Interns would be paid stipend of Rs. 5000/- per month.

Procedure to apply for Internship:-

- a) Interested applicants can apply in writing to the Joint Secretary(Establishment) in the prescribed performa. Applications may be sent by post to the Section Officer, Establishment- Gazetted section, Room No. 464, Udyog Bhawan, New Delhi or scanned copy of the complete application may be e-mail at soei-dipp@nic.in / dn.joshi@nic.in.
- b) Applicant must also clearly indicate the area of interest.
- c) A candidate can apply for internship only once during a financial year. The application will be valid for consideration for the entirety of the financial year in which the application is made.
- d) After the end of a Financial year the applications received in that financial year will become invalid and a fresh database of applications will be compiled for new financial year.
- e) At the time of joining on selection, applicant shall be required to produce a letter from their Supervisor/Head of Department/ Principal, indicating their status in the Institution and “ No Objection” for allowing their students to undergo Internship programme for the period for which he or she is selected.

Government of India
 Ministry of Commerce & Industry
 Department of Industrial Policy and Promotion
 Internship Scheme

Name		Paste your latest Picture
Father's Name		
Date of Birth		
Address		
Contact Number		
E-mail		
Mobile Number		
Period of Internship		
Area of interest		

Educational Qualification:

(Xth onwards and including the present course being done by the candidate)

Year	Qualification	Institute	Marks Obtained*	Remarks

*Candidate is required to enter the net/average percentage/CGPA/Grade scored till date.

Any other Qualification (if any)

Year	Qualification	Institute	Marks Obtained	Remarks

Contd...

Any other Detail candidate wants to specify:-

Verification

I _____ son or daughter of _____ hereby verify that the information provided by me is true and correct and my application can be summarily rejected if it is found incorrect. I shall further be liable to other legal action. Further, I have read through the terms and conditions of the DIPP's Internship Scheme and understood them. I agree to these terms and conditions.

Date :

(Signature)

Place:

Name:-

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Date:

TO WHOMSOEVER IT MAY CONVERN

This is to certify that Mr./Ms. _____, a student of <University/Institute> has successfully completed <his/her> Internship with Department of Industrial Policy and Promotion, Government of India of India from _____ to _____. During the period of Internship he/she worked under _____ in the following areas.

- (i)
- (ii)

2. <He/She> has shown special flair for _____ and <his/her> performance in preparation of the report has been rated as _____.

3. During the period of <his/her> internship programme <he/she> was punctual and hardworking.

4. I wish <him/her> every success in his/her> life and career.

(Signature)
Stamp