

No. A- 48011/20/2014- Admn.I  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(Administration Division)  
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234, North Block, New Delhi  
5<sup>th</sup> December, 2014.

**Subject: Invitation of Applications for the Internship Scheme of the Department of Economic Affairs for the year 2015-16 - regarding.**

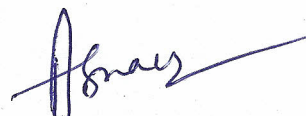
Department of Economic Affairs has the mandate to carry out not only the economic diplomacy but also to build and maintain the economic health of the country, which essentially envisages close interaction with various financial institutions, both domestic and international.

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 especially from reputed Economic Institutes/ Schools/ National Management Institutes/ National Law Schools are expected to be instruments par excellence in adding flavor to the functioning of the Department. DEA shall assign to an intern 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, Modernization 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"><li>• To familiarize the willing and eligible Undergraduates pursuing five year integrated course in Law/ Graduates pursuing Post-Graduation in Economics/ Finance/ Management/ Postgraduates pursuing Research in Economics/ Finance/ Management with the overall process of formulation of economic policies of the Government at macro level.</li><li>• The internship is neither a job nor any such assurance thereof in the Department of Economic Affairs.</li></ul>
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Eligibility	Candidates pursuing Post Graduation, Research Courses in Economics/ Finance/ Management and 4 <sup>th</sup> & 5 <sup>th</sup> 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 should have obtained at least 55% in Post-Graduation; and (c) Students of the 4 <sup>th</sup> or 5 <sup>th</sup> year of 5 year Integrated Law course should have obtained at least 80% marks in 12 <sup>th</sup> examination.
Duration	Duration of internship will be upto six months at different points of time during the financial year 2015-16 (other than December to February).
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 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 may send their applications, along with their CVs in the enclosed prescribed format to <b>Under Secretary (Administration), Department of Economic Affairs, Room No 234, North Block, New Delhi</b> latest by <b>19<sup>th</sup> January, 2015</b> .
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. The details of the \_\_\_\_\_ works assigned to different Divisions in DEA are available on the website ( <http://www.finmin.nic.in> ) of the Ministry of Finance.



(Ashok Kumar)

Under Secretary to the Government of India  
Tel : 23092872.

Copy to :

1. AS & FA/ Joint Secretary (ABC) / Joint Secretary (I&E)/ Joint Secretary (MI)/ Joint Secretary (Budget)/ Joint Secretary (MR)/ Joint Secretary (Investment & Currency)/ Joint Secretary (FM)/ Adviser (CM) / Adviser (FS)/ Adviser (AS)/ Adviser (FSDC)/ CAA&A/ Chief Controller of Account.

- **Tentative Time-Table** for processing of the applications :

- (i) Last date of receipt of Applications in the Department is 19<sup>th</sup> January, 2015;
- (ii) Scrutiny of Applications within four weeks by the Section for short-listing and forwarding it to the Divisional Heads;
- (iii) Divisional Heads to indicate within one week, as to which of the eligible Applicants are suitable for their Division's work;
- (iv) Two weeks for obtaining the recommendations of the Selection Committee and the approval of Finance Secretary;
- (v) One week for sending the offer to the recommended and approved candidates;
- (vi) One week to be given to the selected candidate(s) to join.

- The concerned Head of Division, where the intern is allotted to work, is to ensure **non-access of the confidential information/ document to the intern.**

2. PPS to Finance Secretary/ PPS to CEA/ Sr. PPS to AS (EA)/ PPS to AS & DG (DoC)/ PS to Pr. Economic Adviser/ PS to Senior Economic Adviser (HACP).



(Ashok Kumar)

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**APPLICATION FORM FOR INTERNSHIP PROGRAMME OF THE DEPARTMENT OF  
ECONOMIC AFFAIRS 2015-16.**

**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):**

**Date of Birth:**

**Age**

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

**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...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 application form above is correct to the best of our knowledge.

**Recommendations, if any**

**(Signature & Seal of Authorized Official  
Of Sponsoring Institution)**