

संख्या ए- 12011/6/2023-स्था-जी[E-185416]
भारत सरकार / Government of India
उद्योग एवं वाणिज्य मंत्रालय / Ministry of Commerce & Industry
उद्योगसंवर्धन और आंतरिक व्यापार विभाग /
Department for Promotion of Industry & Internal Trade
[स्थापना- जी अनुभाग / Establishment-G Section]

Vanijya Bhawan, New Delhi
Dated the 18 October, 2023.

OFFICE MEMORANDUM

Subject:- Revised DPIIT internship scheme- reg.

The undersigned is directed to refer to the subject cited above and to say that the existing internship scheme of DPIIT has been reviewed and subsequently revised with the approval of competent authority. The revised internship scheme is circulated herewith for information.



(Shambhu Dutt Sati)

Under Secretary to the Govt. of India

Encl: as above.

To,

1. All the officers/section in DPIIT through e-office notice board.
2. NIC, DPIIT. Existing internship scheme is available under Publications tab of DPIIT website. It is requested that the said scheme may be replaced with the revised internship scheme enclosed herewith. It is also requested that the existing data of applications, who have applied prior to 01.07.2023, may be deleted from website server to avoid any space crunch on the server.
3. Hindi section - It is requested to provide Hindi version of the scheme.

Details of DPIIT Internship Scheme-2023

Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry has been implementing internship scheme for the students pursuing Under Graduate/Post Graduate degree or are Research Scholars enrolled in recognized University/Institution within India or abroad. The objective behind the internship scheme is to give exposure to the students to understand the working culture of Govt. of India and exposure to the schemes being run by this Department.

Online portal on DPIIT's shall be henceforth open during the period from 1st March to 30th April and 1st September to 31st October of every year for receiving applications from Students for internship . Applications received during the period from 1st March to 30th April shall be considered for internship during the period from June-August of every year. **The database of Students who have applied during March- April will be deleted from server in the end of August.** Applications received during the period from 1st September-31st October shall be considered for internship during the period from November to January of every year . **The database of Students who have applied during September-October will be deleted from the server in the end of January.**

Students can choose a period of their choice ranging from one month / two months / three months as per their requirements during the aforementioned slots. The applications will be accepted through online mode only.

Eligibility: Applicants pursuing Graduation/Post Graduation/Research in following domain are eligible to apply:-

- i) Engineering (ii) Management (iii) Law (iv) Economics (v) Finance
- (vi) Computers (vii) Library Management

Note:- Candidates from other domains can also be considered based on requirements on case to case basis.

Period of Internship:- The period of Internship shall be minimum one month and maximum three months. After completing internship, students will be awarded an Experience Certificate. Those who will not satisfactorily complete the requisite period of internship will not be awarded any certificate or stipend.

Maximum Number of Interns selected at a time - Not more than 20

Stipend: Interns would be paid stipend of Rs. 10000/- (Ten Thousand) per month.

Procedure for selection and Other Modalities of the Scheme:

- a) All the applications received through online mode in the Department will be compiled at one place in the Establishment Division.
- b) Sections/divisions will send their requirement of "Interns" to Establishment Division.
- c) On receipt of a request from Division/Section for intern/s belonging to a particular discipline, the database of the available applications of that discipline will be provided to the concerned Division/section.
- d) The concerned Division/section will transparently adopt a procedure and select the student(s) with the approval of the concerned Wing Head (AS/JS/DDG) based on their requirement and inform the same to Estt. G Section. Thereafter, Estt. G Section will obtain approval of Dir/DS(Estt) and send the offer of internship to selected Interns.
- e) Processing of payment towards stipend amount will be initiated by Estt. G Section after completion of internship period. A certificate on the effect that assigned work has been successfully completed by intern is required to be submitted by the interns concerned. The said certificate will be issued by section concerned in which interns worked.
- f) The concerned Divisional Head shall be responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed. Interns shall be required to submit a brief report/paper at the end of their assignment to the concerned Divisional Head about their learning experience.
- g) The attendance record and the details of work supervision shall be maintained by the concerned Division/Section.
- h) The conduct of the interns and their access to data shall be sole responsibility of the concerned Divisional Head.