

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

Name		Paste your latest picture
Father's Name		
Date of Birth		
Address		
Contact Number		
E-mail		
Mobile Number		
Post applied for	Graduate Intern	

Educational Qualification

Year	Qualification	Institution	Marks Obtained	Remarks

Professional Qualification

Year	Qualification	Institution	Marks Obtained	Remarks

Computer proficiency

Year	Qualification	Institution	Marks Obtained	Remarks

Extracurricular Activities (Give Details)

Previous Experience (Give Details)

Publications (Give Details)

Other Information (Give Details)

Terms and Conditions

General

1. Department of Industrial policy and Promotion (DIPP) invites application for internship in the Department from the young graduates to work as 'interns'.
2. This is **NOT** an offer for employment in DIPP and is solely directed towards providing exposure to young and motivated students to gain an understanding of formal work environment, working of government and exposure to the industrial scenario in India.
3. The internship **DOES NOT** confirm any right to the interns to any position or job in DIPP or any other wing of the Government on any preference in employment after the internship or anytime in future.
4. DIPP reserves its right **NOT TO ENGAGE** any intern in response to the advertisement and this is only an invitation to young men and women to apply for internship. DIPP shall not be liable for any action taken by any person in response to this advertisement.
5. The intern shall be attached to an office or officer and will be expected to learn how functions of such office/officer are discharged. They are expected to have good observation, motivation to learn and acumen to suggest solutions to problems posed to the office/officer.
6. Interns shall during their internship (even outside office) be expected to maintain highest standards of behaviour and show politeness in dealings with members of public.

Application and Selection

7. Applications complete in all respect should reach DIPP on or before------. Any complete application or any application received after the specified time shall be summarily rejected.
8. Any false statement in the application shall be taken extremely seriously and will liable applicant to rejection and legal action.
9. Application should be signed by the applicant under his own hand.
10. No documents need to be attached to the application. Documents shall be verified at the time of interview, if required.
11. All the applications shall be screened for qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for interview. Not all applicants will be called for interview.
12. **The application should be sent to:**
Shri Rajeev Kandpal, Director,
Department of Industrial Policy and Promotion,
R.No.260 Udyog Bhawan, Rafi Ahmad kidwai Marg,
New Delhi – 110 011.
13. Selection of the candidates shall be made on the basis of interviews taken by a selection committee. Only short listed candidates shall be invited for the interview.
14. The applicants are advised to provide e-mail address for communication of interview call and selection to avoid delays in post. DIPP **SHALL NOT** be responsible for any non-communication or delayed communication due to postal delays.
15. Selected candidates shall execute a bond in favour of DIPP that if they leave internship before completion of the term of 12 months, they shall refund DIPP the entire amount of stipend received by them.

Internship

16. The period of internship shall be 12 months.

17. A consolidated stipend of rupees 30,000 (thirty thousand only) per month shall be paid to graduate interns.
18. An intern may request DIPP to extend internship for another 12 months. If satisfied with the work of intern, DIPP may agree to extend internship for another term of 12 months with additional stipend of ten per cent.
19. No internship shall be extended beyond 24 months.
20. Interns shall be discharged on completion of their term. DIPP shall provide a '**Certificate of Internship**' on completion of 12 months and '**Certificate of Advance Internship**' on completion of 24 months. No certificate will be provided for not completing 12 months. An intern who leaves extended term before 24 months shall only be given a '**Certificate of Internship**'.
21. An intern may extinguish internship by giving a notice of three months to DIPP. In such a case bond executed under term 15 shall not be forfeited.
22. DIPP may relieve any intern giving a notice of one month. Such intern shall not re-entitled for any compensation.

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 and understood them. I agree to these terms and conditions.

Date :

(Signature)

Place :

Name