

F.No.1/65/2012-Estt
Government of India
Ministry of Finance
Department of Financial Services

*Jeevan Deep Building, Parliament Street,
New Delhi, the 8th January, 2013*

Subject: Internship Programme of the Department of Financial Services for 2013-14.

The Department of Financial Services has the mandate to carry out issues relating to Public Sector Banks, Financial Institutions, Public Sector Insurance Companies and Pension Reforms, which play a vital role in the economic health of the country. It envisages close interaction with various Public Sector Banks, Insurance Companies, & Financial Institution, both domestic and international level.

2. The Internship Programme is beneficial to both the Department and the intern. The Internship Programme will ensure interaction of the officers of the Department with the young scholars with brilliant academic background from reputed academic institutions in the country. While refreshing ideas from the field of academics will enable the Department to critically analyze its activity and take corrective steps in an objective impartial manner, it will also simultaneously provide an excellent opportunity to brilliant 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. DFS would be able to assign specific areas of work especially relating to procedures and laws administered by the Department. The particular field could be Banking Sector Reforms, Agricultural and Rural Credit, Industrial Finance, Financial Inclusion, Micro Finance, Insurance Sector and Pension Reforms, HR Reforms.

4. The objective and guidelines/salient features of the Internship Programme of the Department of Financial Services for Undergraduates of five year integrated courses in Law / Graduates pursuing Post Graduation/Post Graduates pursuing Research are given below:

Objective	<ul style="list-style-type: none">To familiarize the willing and eligible Undergraduates pursuing five year integrated course in Law and Graduates pursuing Post-Graduation/ Postgraduates pursuing Research in Economics/ Finance/ Management/ Banking/ Insurance/ Pension Reforms with the overall process of formulation of economics policies of the Government at macro level.It is neither a job nor any such assurance for job in the Department of Financial Services.
Eligibility	Candidates pursuing Post Graduation Research Courses in Economics/Finance/Management/Banking/Insurance and 4 th & 5 th year of 5 years Integrated Courses in Law from Universities/Institutions of National and International repute are eligible to apply for the internship provided:- a) For Post Graduation students, they should have obtained a first class graduation degree: b) For research Scholars pursuing courses in Economics/

	Finance/Management/Banking/Insurance, they should have obtained at least 50% in Post Graduation; and c) For students who are in the 4 th & 5 th year of 5 years integrated Law course should have obtained at least 80% marks in 12 th examination.
Duration	Duration of internship will be two-three months at different points of time during 2013-14 (other than December to February)
Token Remuneration	Token remuneration @ Rs.5000/- 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.
Logistic Support	Interns will be provided with necessary logistics support i.e. office space and computer with internet facility.
Placement	The interns would be attached with one of the DS/Directors level officer in the concerned Division of the Department.
Submission of papers	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 Programme, monitoring and supervision by the JS concerned.
Certificate of Internship	Certificates will be issued to the interns on satisfactory completion of their internship and on submission of their Report/paper and its evolution by the DS/Directors level officers in their concerned Division.
How to apply	The interested and eligible students are to send their applications, alongwith their CVs in the enclosed prescribed format to Under Secretary (Establishment), Department of Financial Services, Ministry of Finance, IIIrd Floor, Jeevan Deep Building, New Delhi latest by 10 th February, 2013.
Selection	All the applications will be scrutinized by the Selection Committee. The actual offers 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 15 (fifteen) in a financial year.

5. In order to allocate the selected applications, as per their interests, to various Division, it is suggested that the applicants should go through the website of this Department viz., <http://financialservices.gov.in> and apply in the prescribed format indicating 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.

6. Willing and eligible students are requested to send their applications in the enclosed prescribed format to the Under Secretary (Estt.), Department of Financial Services, 3rd Floor, Jeevan Deep Building, Parliament Street, New Delhi-110001 latest by 10th February, 2013 for the Internship Programme during the financial year 2013-14.

7. This bears the approval of the competent authority.


(Vijay Malhotra)


Under Secretary to the Government of India
Tel. 23748751

To

The Technical Director, NIC, DFS, Jeevan Deep Building, New Delhi with the request to put the scheme on the Website of this Department.

Copy to:

1. Additional Secretary (FS), Joint Secretary (BA), Joint Secretary (BO), Joint Secretary (IF), Joint Secretary (P&I), Economic Advisor, Joint Secretary (VPB), Joint Secretary (AB) – separate copies . Kindly note the following:
 - Rough Time Table for processing the applications:
 - i) Last of date of receipt of Applications in the Department is 10th February, 2013;
 - ii) Scrutiny of Applications within two weeks by the Section for short-listing and forwarding it to the Divisional head;
 - 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 Secretary (FS);
 - v) One week for sending the offer to the recommended and approved candidates;
 - vi) One week to be given to the selected candidates (s) to confirm acceptance of offer to join in the first week of April, 2013.
 - The concerned Head of Division, where the intern is allotted to work, is to ensure non access of the confidential information/documents to the intern.
2. PPS to Secretary (FS)



(Vijay Malhotra)

Under Secretary to the Government of India

Tel. 23748751

**APPLICATION FORM FOR THE INTERNSHIP PROGRAMME OF THE
DEPARTMENT OF FINANCIAL SERVICES 2013-14**

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.):
(Surname first)**

Date of Birth :

Age

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

Telephone No. :

Residence

Mobile

Education Qualifications :

Exam	University / Institute	Year of Passing	% of Marks	Subject (Arts / Commerce / Science / Tech. etc.)

Additional Qualification (CA / ICWAI / Computer etc.) :

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Subject of Specialization / 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 form of application above is correct to the best of our knowledge.

Recommendations, if any

(Signature & Seal of Authorised Official)