

F.No.A.48011/20/2008-Admn.I  
Government of India  
Ministry of Finance  
(Department of Economic Affairs)  
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New Delhi, the 16<sup>th</sup> January, 2009

Subject: **INTERNSHIP PROGRAMME OF THE DEPARTMENT OF ECONOMIC AFFAIRS FOR 2009-10.**

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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 Programme for the Department has been felt for quite sometime, which 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 analyse its activity and take corrective steps in an objective and impartial manner, it will also simultaneously provide an excellent opportunity to the brilliant interns to familiarise themselves with the over all 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 flavour to the functioning of the Department. DEA would be able to assign such interns specific areas of work, especially relating to procedures and economic laws administered by the Department. The particular fields could be Capital Markets, 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, Modernisation of Budget Documents etc.

4. The **objective and guidelines/salient features** of the Internship Programme of the Department of Economic Affairs for Undergraduates of five year integrated course in Law/Graduates pursuing Post-Graduation/Post-Graduates pursuing Research, approved by the competent authority, are given below:

<b>Objective</b>	<ul style="list-style-type: none"><li>• 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 with the overall process of formulation of economic policies of the Government at macro level.</li><li>• It is neither a job nor any such assurance for a job in the Department of Economic Affairs.</li></ul>
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**GUIDELINES/SALIENT FEATURES OF THE SCHEME**

<b>Eligibility</b>	Students possessing <i>first class graduation degree pursuing Post Graduation/high second class post-graduation degree (with at least 55% marks) pursuing Research courses in Economics/ Finance/ Management at National Schools of Economics/Central Universities/Recognized Financial/Economic Institutions/Recognized National Management Institutes</i> can apply for internship. Students with at least 80% marks in 12 <sup>th</sup> Standard pursuing five year integrated course in Law (only in fourth and fifth year of study) from the National Law Schools at Bangalore, Bhopal, Hyderabad and Kolkata are also eligible.
<b>Duration</b>	Duration of internship will be two months at different points of time during 2009-10 (other than December to February).
<b>Token Remuneration</b>	Token remuneration @ Rs.5,000/- per month per intern, payable at the end of the internship.
<b>Declaration of Secrecy</b>	Interns are required to furnish to the Department a declaration of secrecy before reporting for the internship.
<b>Logistics Support</b>	Interns will be provided with the necessary logistics support, i.e., office space and computer with internet facility.
<b>Placement</b>	The interns would be attached with one of the DS/Director level officer in the concerned Division of the Department.
<b>Submission of Paper</b>	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.
<b>Certificate of Internship</b>	Certificates will be issued to the interns at the end of their internships on submission of their Report/Paper.
<b>How to Apply</b>	The interested and eligible students to send their applications, along with their CVs, in the enclosed prescribed format to Joint Secretary (Administration), Department of Economic Affairs, North Block, New Delhi at least two months in advance (latest by 15 <sup>th</sup> February, 2009).
<b>Selection</b>	All the applications will be scrutinised 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 <i>interns not exceeding fifteen in a financial year.</i>

5. The details of the Programme are available on the Website of the Department of Economic Affairs. Willing and eligible students are invited to send their applications in the enclosed prescribed format to Joint Secretary (Administration), Department of Economic Affairs, North Block, New Delhi latest by 15<sup>th</sup> February, 2009 for the Internship Programme during financial year 2009-10.

(S.K. Verma)  
 Director to the Government of India  
 Tel: 23092378

**APPLICATION FORM FOR INTERNSHIP PROGRAMME OF  
THE DEPARTMENT OF ECONOMIC AFFAIRS**

Name & full address of the sponsoring institution :

(Latest Passport  
Size Photograph  
of the student)

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):

E-mail:

Telephone No.

Residence

Mobile:

**Educational Qualifications:**

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

**Additional Qualifications** (CA/ICWAI/Computers etc):

**Subjects 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 the 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)**