

INTERNSHIP GUIDELINES, 2014
OF
DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY

1. PURPOSE:

An internship is an opportunity for a student to secure first hand and practical work experience under the guidance of a qualified and experienced Supervisor/Mentor. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. The Department of Electronics and Information Technology, under the Ministry of Communications and Information Technology is engaged in electronic development through e-Infrastructure creation to facilitate and promote (1) e-governance (2) Promotion of electronics hardware manufacturing and Information Technology & IT Enabled Services (IT-ITeS) Industry (3) Providing Support for creation of Innovation Infrastructure in emerging areas of technology (4) Providing support for development of e-Skills and Knowledge network and (5) Securing India's cyber space. For the larger benefit of the student community and with a view to enrich the management/implementation of its various schemes/programmes, the Department of Electronics and Information Technology has decided to notify these "Internship Guidelines 2014", to provide a framework for engagement of Interns for a limited period.

2. DEFINITIONS:

Unless the context requires otherwise, the following words shall have the meaning attributed to them in these guidelines:-

- (i) "Department" means The Department of Electronics and Information Technology (DeitY) and its attached offices viz. National Informatics Centre (NIC) and Standardisation Testing and Quality Certification (STQC) Directorate.
- (ii) "Competent Authority" means the Secretary, Department of Electronics and Information Technology.
- (iii) "Sponsoring Institution" means the Academic Institution, in which the applicant is currently studying or has recently passed out.
- (iv) "Applicant on Internship" is a person, who wants to work for mutual benefit with the Department, on a full-time basis with the sole purpose of enriching his knowledge in the area of expertise.
- (v) "Area of Expertise" means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

3. ELIGIBILITY:

- (i) Indian students from recognized universities in India or abroad who have secured at least 60% marks in the last held degree or certificate examination and :-
 - (a) who have completed education under 10+2+3 pattern of education i.e. students who have completed 15 years of formal education.

or
 - (b) who are pursuing 4th year of Engineering in the 10+2+4 pattern of education.

or
 - (c) who are pursuing 4th or 5th year in the integrated degree course or dual degree of 10+2+5 pattern of education.
- (ii) The qualification may be relaxed in deserving cases based on need of the Department on prior approval of Competent Authority.
- (iii) Possessing minimum qualifications as above shall not guarantee Internship in this Department. Candidates having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

4. DURATION OF INTERNSHIP:

The minimum duration of internship shall be of two months, extendable up to three months, depending on the performance of the candidate, requirement of the Department and time the intern is willing to spend with the Department.

5. HOW TO APPLY:

- (i) Interested and eligible students must send their applications, along with brief write up stating the reason of applying for internship to this Department, to “The Deputy Secretary (Pers), Department of Electronics and Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110003” in the prescribed application form (Annexure-A)
- (ii) These applications need to be sponsored/forwarded by the Institution where the applicant is currently enrolled in or has recently passed out.

6. SELECTION :

- (i) The applications received on or before the last date will be scrutinized by a duly constituted Selection Committee. The Selection Committee would shortlist suitable candidates for interview on the basis of candidate's merit and Department's requirement.
- (ii) The Selection Committee may conduct Personal or Skype Interview, as necessary. No TA / DA shall be paid to candidates for attending the personal interview.

7. CODE OF CONDUCT :

The Intern appointed by the Department shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- (i) The Intern shall follow the rules and regulations, which are in general applicable to employees of the Department.
- (ii) The Intern shall follow the confidentiality protocol of the Department and shall not reveal to any person or organization confidential information relating to the Department, its work and policies.
- (iii) The Intern shall not claim any intellectual property right, of work done at the Department and has to strictly maintain the confidentiality of Department's intellectual property. Any violation/infringement will be viewed adversely against the intern as well as the institution to which he/she belongs and may invite appropriate action.
- (iv) The students and the Sponsoring Institution concerned shall have no claim whatsoever on the results of the project work. The Department retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.
- (v) Interns may, with the prior permission of the Department, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the Department cannot be revealed under any circumstances.
- (vi) Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of the Department.
- (vii) Interns will follow the advice given to them by the Department regarding representations to third parties.
- (viii) In general, an Intern may not interact with or represent the Department vis-à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Department depending on the nature of their roles and responsibilities.
- (ix) No Intern shall interact with or represent the Department to the media (print and electronic).
- (x) Interns will conduct themselves professionally in their relationship with the Department and the public in general.
- (xi) Interns are required to be present at the Department premises from 09.00 am to 05.30 pm, unless otherwise permitted by the Supervisor/Mentor in writing.
- (xii) The intern has to make his/her own accommodation arrangement during the internship.
- (xiii) Library facility at the Department is limited to referencing only; borrowing of books/journals is not extended to the interns. However Xerox copies may be obtained from the Library on payment of necessary charges.

- (xiv) In the event of unsatisfactory performance, the concerned intern may be advised by DeitY to discontinue the project work, before the completion of the term of internship.

8. PLACEMENT :

- (i) Every batch of interns or individual interns, as the case may be, will have a Scientific/Technical Project Supervisor/Mentor from the Department.
- (ii) The internship is neither an employment nor an assurance of an employment with the Department.

9. SUBMISSION OF REPORT/PAPER :

- (i) Work plans and work schedules shall be developed by Supervisor/Mentor and the Interns shall invariably adhere to the same.
- (ii) The interns will be required to submit a Report on the work undertaken at the end of the internship to this Department.
- (iii) The project report prepared for the Sponsoring Institution in which the intern is enrolled and for the Department is required to be identical in all respects.
- (iv) The students must furnish a “No-Demand Certificate” to this Department in the prescribed format after completion of project work along with a soft copy and hard copy of the project report.
- (v) The certificate in the project report prescribed by the Sponsoring Institution, the cover page and all certificates in the project report should categorically reflect that the project work was executed at the Department. The acknowledgement sheet in the project report should mention the name of the Supervisor/Mentor who has guided the Intern at the Department and the Secretary, DeitY prominently.

10. TOKEN REMUNERATION:

- (i) A token remuneration of Rs.10,000/- per month would be paid to an Intern, subject to satisfactory performance, duly certified by the Supervisor/Mentor.
- (ii) Interns who are taken in relaxation to the qualification outlined in para 3 shall be paid a token remuneration of Rs. 5,000/- per month per intern.
- (iii) The remuneration shall be paid after the completion of Internship on submission of Report duly accepted by this Department.

11. CERTIFICATE OF INTERNSHIP :

Certificates will be issued by the Department to the interns on the completion of Internship and submission of Report duly countersigned and accepted by the Competent Authority.

12. TERMINATION :

- (i) The Department may disengage from the Intern if the Department is of the view that the services of the Intern are no more required.
- (ii) The Department may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- (iii) If the Intern decides to disengage from the Department, he should provide 2 weeks' prior notice.
- (iv) Upon termination, the Intern must hand over to the Department, any papers, equipments or other assets which might have been given to the Intern by the Department in course of his project work with the Department. This will include any badges or ID Cards which may have been issued to the Intern.
- (v) If it comes to the notice of the Department that the person whose services have been terminated by the Department continues to act in a manner which gives an impression that he is still working for the Department, the Department shall be free to take appropriate legal action against such person.
- (vi) The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.

13. POWER TO REMOVE DIFFICULTIES:

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

Annexure-A

APPLICATION FORM FOR DEPARTMENT OF ELECTRONICS AND
INFORMATION TECHNOLOGY INTERNSHIP SCHEME, 2014

Name :

Address for correspondence :
(With contact no. and e-mail I.D.)

Date of Birth :

Nationality :

Educational Qualification :
(Starting from 10th Std. onwards)

S. No.	Name of Board/ University/Institute	Examination Passed	Year of Passing	Division Obtained With Percentage	Subjects

Areas of interest in which Internship is required :

Two references :

Date:

(Signature)