

No. A-45011/15/2013-AD.I

Government of India

Ministry of Corporate Affairs

'A' Wing, 5th Floor, Shastri Bhawan,

Dr. R.P. Road, New Delhi

Dated: 1st August, 2013.

OFFICE ORDER

Subject: Internship scheme for students pursuing Post Graduation/Research in Commerce, Law, Economics and Management streams

The need for an internship programme for young scholars/researchers in the Ministry has been felt for sometime. The internship programme will provide a platform for interaction by officers of the Ministry and its subordinate formations with young scholars and researchers from reputed academic institutions who are pursuing Post-Graduation/ Research in Economics/ Law/ Finance/ Management, etc. The program will provide an opportunity to interns to familiarize themselves with the activities of the Ministry at the macro level, and implementation of policy measures by Field Offices at the micro level.

2. Keeping in view this objective, the Ministry of Corporate Affairs has decided to introduce an internship programme as detailed below:

- i) **Objective** – To provide a platform for post-graduate students pursuing courses in Commerce, Law, Economics and Management streams to develop awareness about formulation and implementation of Corporate Policies of the Union Government.
- ii) **Areas** – The following areas have been illustratively identified for the internship program: a) **For SFIO**- various aspects of white collar crimes, conduct of research, existing laws including method of investigation, use of technology for detection/prevention of frauds; b) **For Offices of OL**-Liquidation process. In addition, interns may be required to visit the Offices of the Competition Appellate Tribunal (CAT) and Company Law Board (CLB).
- iii) **Eligibility** - Students in Post Graduate Courses and Law Students in 4th /5th years of a five year stream with consistent and excellent academic records/fresh graduates

with excellent academic records and possessing a first class graduation degree; students pursuing post-graduation with high second class graduation degree (with at least 55% marks)/students pursuing research courses in Economics / Finance/ Management / Law at National School of Economics / Law / Central Universities / AICTE recognized financial / Economic institutions / recognized National Management institutes / Foreign universities and institutions of excellence can apply for the internship. **The scheme will be applicable to Indian Nationals residing in India or pursuing studies abroad.**

- iv) **Duration** – The duration of the internship will be for maximum period of 2 months.
- v) **Declaration of Secrecy** – Interns shall be required to furnish a Declaration of Secrecy prior to the commencement of the internship.
- vi) **Logistic Support** – Interns will be provided with necessary logistic support, i.e. office space and computer with internet facility.
- vii) **Placement** – The interns would be attached with Joint Secretaries/ Directors of Inspection and Investigation/ Economic Advisor in the Ministry.
- viii) **Submission of papers** – The Interns will be required to present to the concerned Head of Division an end of assignment Report on the allotted subject at the end of the internship, and provide a feedback of their experience of the internship program to the concerned Head of Division.
- ix) **Certificate of Internship** – Certificates will be awarded to interns upon satisfactory completion of their internship and on submission of their end of assignment Report, and its evaluation by the DS/ Director level officers of the Division concerned.
- x) **How to apply** – A notification calling for applications will be issued every year in the month of January. The last date for receipt of applications is 15th of February.
- xi) **Selection** – All applications received in response to the notification will be scrutinized by a Selection Committee. The actual offers of appointment will be sent to the selected interns subject to availability of slots, consent of the Division concerned, and approval of the Selection Committee. The Ministry can accommodate upto TEN interns during any financial year. However, this number may be increased with the approval of Secretary, Ministry of Corporate Affairs.

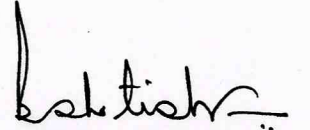
xii) **Selection Committee** – A selection committee comprising of the following Officers shall be responsible for selection of interns based on merit:-

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|---------------------|---|----------|
| a) JS (Admn.) | - | Chairman |
| b) JS(e-gov.) | - | Member |
| c) Economic Advisor | - | Member |

[In the event of non-availability of any of the above mentioned officers, their nominees may be associated]. Secretarial assistance will be provided by Admin. - I Section.

The decision of, Secretary, Ministry of Corporate Affairs, in all matters relating to selection, shall be final.

- xiii) The internship will neither be a job nor assurance of a job in the Ministry of Corporate Affairs or its subordinate formations.
- xiv) Any/ All provisions of the internship scheme may be modified with the approval of Secretary, Ministry of Corporate Affairs.



(Kshitish Kumar)

Under Secretary to the Government of India

Tel no. 2338 4502

Copy, to:

1. PSO to Secretary
2. PS to CAM
3. PPS to AS
4. PPS to JS(R)/PS to JS(M)/PPS to JS(SP)/PS to JS(B)
5. DIIs/Economic Advisor
6. E-Governance Cell- to upload the scheme on the official website of the Ministry
7. All Officers/Staff of the Ministry and CCI/CLB/SFIO for information
8. Office Order Folder