

## **Guidelines of OEA, DPIIT Internship Scheme**

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Office of Economic Adviser (OEA), an attached office of Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, has introduced internship scheme for the students pursuing Under Graduate/Post Graduate degree or are Research Scholars enrolled in recognized University/Institution within India or abroad. The objective behind the internship scheme is to give exposure to the students to understand the working culture of Govt. of India and to apprehend the schemes being run by this Office.

The Internship Scheme will remain open throughout the year and applicants can choose a period of their choice ranging from- one month / two months / three months as per their requirements. The applications will be accepted online and same can be sent at email id of Administration-I: [admin1-oea@gov.in](mailto:admin1-oea@gov.in).

**Eligibility:** Applicants pursuing Graduation/Post Graduation/Research in following domain are eligible to apply: (i) Management (iii) Law (iii) Economics (iv) Finance (v) Statistics.

**Note:** Candidates from other domains can also be considered based on requirements on case-to-case basis.

**Period of Internship:** The period of Internship shall be minimum one month and maximum three months. After completing internship, students will be awarded an Experience Certificate. Those who will not complete the requisite period of internship will not be awarded any certificate.

**Maximum Number of interns selected at a time:** Not more than 7.

**Stipend:** Interns would be paid stipend of Rs. 10000/- (Ten Thousand) per month.

**Logistics &Support:** Interns will be required to have their own laptops. This office shall provide them working space, internet facility and other necessities as deemed fit.

### **Procedure for selection and Other Modalities of the Scheme:**

a) All the applications received through online mode (at email id: [admin1-oea@gov.in](mailto:admin1-oea@gov.in)) in the office will be compiled at one place in Admin-I.

b) Sections/divisions will send their requirement of "Interns" to Admin-I with the approval of concerned Deputy Director (DD)/Assistant Director (AD)/Reporting Officer.

- c) On receipt of a request from Division/Section for interns belonging to a particular discipline, the details of the available applications of that discipline will be provided to the concerned Division.
- d) The AD/DD/Reporting Officer will select intern(s) based on their requirement and inform the same to Admin-I. Thereafter, Admin-I will obtain approval of HOD and send the offer letter to selected Interns.
- e) Processing of payment towards stipend amount will be initiated by Admin-II after completion of internship period. A certificate on the effect that assigned work has been successfully completed by intern is required to be submitted by the interns concerned. The said certificate will be issued by section concerned in which interns worked.
- f) The concerned DD/AD/Reporting Officer shall be responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed. Interns shall be required to submit a brief report/paper at the end of their assignment to the concerned DD/AD/Reporting Officer about their learning experience.
- g) The attendance record and the details of work supervision shall be maintained by the concerned Division/Section.
- h) The conduct of the interns and their access to data shall be sole responsibility of the concerned AD/DD/Reporting Officer.

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