

Internship Programme at DGFT 2019

I. About the Internship

Directorate General of Foreign Trade has internship programme which is continuing since long. The internship programme in this directorate is for interaction of the officers of the Directorate with the young scholars and researchers with brilliant academic background from reputed academic institutions pursuing Studies/Research in Public Policy/Economics/Law/Finance/Management. While refreshing ideas from the field of academics will enable the Directorate to critically analyze its activity and take corrective steps in an objective and impartial manner. The internship will provide an excellent opportunity to the interns in their carrier advancement and professional expertise.

II. Aim/Objectives of the Scheme

The aim of internship is to familiarize interns with the overall process of formulation of foreign trade policy of the Government at the macro level and its implementation by DGFT at the micro level.

III. Eligibility

Candidates with excellent academic records and possessing graduation degree in Public Policy/Economics/Finance/Management/Law (with at least 60% marks) from National Schools of Law/Central Universities/AICTE recognized Financial/Economics Institutions/Recognized National Management Institutes/Foreign Universities or other Institutions of excellence can apply for internship. Candidates either pursuing or having Post Graduation in Economics/Finance/Management/Law will be preferred. The scheme is open to only Indian nationals residing in India or pursuing their studies abroad. Interns are required to furnish to this Directorate a declaration of Secrecy before the commencement of the internship.

IV. **Duration:** The duration of the internship will be for maximum period of 2 months for Summer Internship Programme with an option to join in any one of the 2 batches starting from **15th May, 2019 to 15th July 2019** or **1st June, 2019 to 31st July, 2019** during the year 2019-20.

V. **Declaration of secrecy:** Interns are required to furnish to this Directorate a declaration of Secrecy before the commencement of the internship.

VI. **Logistics support:** Necessary logistics support will be provided to the intern taking into account the functional requirements.

VII. **Submission of report:** The interns will be required to present a report / paper at the end of their internship to the Head of Division.

VIII. **Certificate of Internship:** Certificates will be issued to the interns on satisfactory completion of their internships and on submission of their Report / Paper and its evaluation by the Head of the concerned Division.

IX. **Mode of Application:** Interested candidates can send scanned copy of the application in the format at Annexure I along with the candidate's CV/resume at internship-dgft@gov.in before the last date of application. The candidate will be required to produce a permission letter from their Supervisor / Head of Department, in case he/she is interested to join internship during his/her course-work.

i.	Last Date of Application:	21st April, 2019
ii.	Date of short listing of Candidates:	26th April, 2019
iii.	Date of Interview:	29th April, 2019 to 3rd May, 2019
iv.	Final List of Selected Candidates:	10th May, 2019

X. **Selection Procedure:** All the applications will be scrutinized by a Selection Committee and the actual offer will be sent to the selected candidates subject to the availability of slot, consent of the concerned Division and approval of the competent Authority. The decision of the Selection Committee shall be final and binding and no queries shall be entertained after the completion of the selection process. **Total 10 candidates shall be selected for the Internship programme.**

XI. **Termination:** The DGFT can instruct the intern to terminate the programme at any time, as DGFT deems fit, and without showing any reason. DGFT's decision shall be final in this regard. Intern can choose to leave the programme, if she / he so desires, giving prior notice of one month to DGFT.

XII. **Location** DGFT headquarters at Udyog Bhawan, New Delhi. The interns will be attached to the heads of each Division and will be reporting to them directly.

XIII. **Remuneration** Interns will be paid a consolidated token remuneration of Rupees Ten Thousand (Rs. 10,000/-) per month. Apart from this, there will be no other remuneration or payment. It is clarified that this is not salary. The interns are not employees of DGFT and there will be no assurance of any future employment with DGFT.

Application Form For
Internship Programme,
Directorate General of Foreign Trade,
Ministry of Commerce & Industry
Government of India

Annexure 1

1. Name of the Candidate (in Block Letter- Leave a space vacant between First Name, Middle Name & Surname)

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Passport size
photograph with
full signature of
the candidate

2. (a) Correspondence Address

(b) Permanent Address

3. Email Address:

4. Date of Birth (day/month/year)

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5. Gender (Write 'M' for male and 'F' for female):

6. Education Qualification

Sr. No	Degree/Qualification acquired	Name of College/School/Institution	University/ Board	Marks Obtained (%)	Year
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- 7. (a) Details of Project Undertaking, if any
- (b) Present Status
- 8. Discipline(s) in which the internship is sought:
- 9. Specific area(s) of work (In block letters) for the internship, in order of priority:
 - (i)
 - (ii)
 - (iii)
- 10. Brief description of the subject/propose of the current research (for researchers only)
- 11. Duration (months):
- 12. Any other relevant information
- 13. I certify that the information furnished above is true the best to my knowledge and belief.

Signature

Date:

Place:

Authentication of the particulars furnished above by the Institute/University
(Applicable for those who are pursuing studies)

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.

Recommendation from HOD/Faculty:

- 1.
- 2.

(Signature and Seal of Authorised Official)