

**MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY****DIGITAL INDIA INTERNSHIP SCHEME****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 Ministry of Electronics 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 Ministry of Electronics and Information Technology has decided to notify these "Internship Guidelines", 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) "Ministry" means The Ministry of Electronics and Information Technology (MeitY) and its attached offices viz. National Informatics Centre (NIC) and Standardisation Testing and Quality Certification (STQC) Directorate.
- (ii) "Competent Authority" means the Secretary, Ministry 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 Ministry, 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 who have secured at least 60% marks in the last held degree or certificate examination and:-
  - (a) pursuing B.Tech/B.E., and are in the 2nd/3rd year of the 10+2+4 pattern of education
  - OR**
  - (b) pursuing integrated degree course or dual degree (B.E./B.Tech, M.E./M.Tech.) and are in the 4th/5th year of the 10+2+5 pattern of education.

- (ii) Possessing minimum qualifications as above shall not guarantee internship in this Ministry. 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:

Internship would be offered two times in a year i.e. summer Internship during May and June and winter Internship during December and January. 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 Ministry and time the Intern is willing to spend with the Ministry. The illustrative broad areas / sub areas of Internship are as follows:-

| Broad Area for Internship                        | Sub-Area for Internship               | Slots     |
|--------------------------------------------------|---------------------------------------|-----------|
| R&D                                              | Electronics                           | 2         |
|                                                  | Information Technology                | 2         |
| Cyber Laws & Cyber Security                      | Cyber Law/ IT Act                     | 2         |
|                                                  | Digital Forensics                     | 2         |
|                                                  | Malware Analysis                      | 2         |
| eGovernance                                      | Mobile Governance                     | 1         |
|                                                  | Cloud Computing                       | 2         |
| HRD                                              | Digital Literacy                      | 2         |
| International Cooperation & Industrial Promotion | Software Industry Promotion           | 1         |
| H/W Industry / Digital Payments                  | Hardware Industry                     | 2         |
|                                                  | Digital Payments                      | 2         |
| Electronic Testing                               | Electronic Equipment Function Testing | 2         |
|                                                  | Electronic Equipment Safety Testing   | 2         |
|                                                  | EMI / EMC Testing                     | 1         |
|                                                  | <b>Total</b>                          | <b>25</b> |

#### 5. HOW TO APPLY:

- (i) Interested and eligible students need to apply **online ONLY** on the Web Portal of NIC for the Internship Scheme for the academic year 2017-18 (URL: <http://meity.gov.in/schemes>).
- (ii) These applications need to be sponsored/forwarded by the Institution where the applicant is currently enrolled in.

#### 6. SELECTION:

- (i) The Interns will be shortlisted and selected by the respective organisations/Groups/Divisions for their concerned domain.
- (i) For selection of interns, personal or Skype Interview, may be conducted, if deemed necessary. No TA / DA shall be paid to candidates for attending the personal interview.
- (ii) List of selected candidates would be displayed on the web portal.

**7. CODE OF CONDUCT:**

The Intern appointed by the Ministry 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 Ministry.
- (ii) The Intern shall follow the confidentiality protocol of the Ministry and shall not reveal to any person or organization confidential information relating to the Ministry, its work and policies.
- (iii) The Intern shall not claim any intellectual property right, of work done at the Ministry and has to strictly maintain the confidentiality of Ministry'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 Ministry 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 Ministry, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the Ministry 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 Ministry.
- (vii) Interns will follow the advice given to them by the Ministry regarding representations to third parties.
- (viii) In general, an Intern may not interact with or represent the Ministry vis-à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Ministry depending on the nature of their roles and responsibilities.
- (ix) No Intern shall interact with or represent the Ministry to the media (print and electronic).
- (x) Interns will conduct themselves professionally in their relationship with the Ministry and the public in general.
- (xi) Interns are required to be present at the Ministry 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 Ministry 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 MeitY 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 Ministry.
- (ii) The internship is neither an employment nor an assurance of an employment with the Ministry.

**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 Ministry.
- (iii) The project report prepared for the Sponsoring Institution in which the Intern is enrolled and for the Ministry is required to be identical in all respects.
- (iv) The students must furnish a "No-Demand Certificate" to this Ministry 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 Ministry. The acknowledgement sheet in the project report should mention the name of the Supervisor/Mentor who has guided the Intern at the Ministry and the Secretary, MeitY 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 his Supervisor/Mentor.
- (i) The remuneration shall be paid after the completion of internship on submission of Report duly accepted by this Ministry.

**11. CERTIFICATE OF INTERNSHIP:**

Certificates will be issued by the Ministry to the Interns on the completion of internship and submission of Report duly countersigned and accepted by the Competent Authority.

**12. TERMINATION:**

- (i) The Ministry may disengage an Intern if the Ministry is of the view that the services of the Intern are no more required.
- (ii) The Ministry 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 Ministry, he should provide 2 weeks' prior notice.
- (iv) Up on termination, the Intern must hand over to the Ministry, any papers, equipments or other assets which might have been given to the Intern by the Ministry in course of his project work with the Ministry. 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 Ministry that the person whose services have been terminated by the Ministry continues to act in a manner which gives an impression that he is still working for the Ministry, the Ministry 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.

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**DIGITAL INDIA INTERNSHIP SCHEME**

Time Schedule of various activities

| S No. | Task / Activity                                                    | Date Range                      |
|-------|--------------------------------------------------------------------|---------------------------------|
|       |                                                                    |                                 |
| 1     | <b>LAUNCH DATE</b>                                                 | 9th May 2018                    |
| 2     | Application submission from Interns                                | 9th May to 23rd May 2018        |
| 3     | GCs to select applications                                         | 24th May to 31st May 2018       |
| 4     | Result of selected interns                                         | 1st June 2018                   |
| 5     | Offer of Internship (by Admin)                                     | 1st June 2018                   |
| 6     | Applicant to confirm for Internship                                | 1st June to 3rd June 2018       |
| 7     | System to Reject Application (If applicant) doesn't confirm)       | 4th June 2018                   |
| 8     | Issuance of Confirmation Letter to confirmed candidates (By Admin) | 4th June 2018                   |
|       |                                                                    |                                 |
|       | <b>In case of non confirmation by candidates</b>                   |                                 |
| 9     | GCs to finalise from wait listed candidates                        | 5th to 6th June 2018            |
| 10    | Offer of Internship (by Admin)                                     | 7th June 2018                   |
| 11    | Applicant to confirm for Internship                                | 7th June to 9th June 2018       |
| 12    | Issuance of Confirmation Letter (By Admin)                         | 10th June 2018                  |
|       |                                                                    |                                 |
| 13    | Commencement date of Internship                                    | 11th June 2018                  |
| 14    | Completion date of Internship                                      | 10th August 2018                |
| 15    | Submission of Report by Intern                                     | 10th August 2018                |
| 16    | Report to be accepted and upload by individual GC                  | 13th August to 14th August 2018 |
| 17    | Issuance of Completion Certificate (By Admin)                      | 17th August 2018                |

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