

No. A-45011/02/2017-Ad.I  
Government of India  
Ministry of Corporate Affairs

"A" Wing, 5<sup>th</sup> Floor, Shastri Bhawan  
New Delhi- 110001, dated the 23<sup>rd</sup> January, 2017

**CORRIGENDUM**

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

In Order No. A-45011/02/2017-Ad.I dated 19<sup>th</sup> January, 2017 regarding the subject mentioned above, the following may be noted:

1. At S.No. 4(c) under Eligibility Conditions,  
"The applicant should have a good academic record with a minimum of 80% at higher secondary level"

**may be read as**

"The applicant should have a good academic record with a minimum of 75% at 10+2 level or 55% at Graduation level".

2. At S.No. 14 under Selection Committee,

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

**may be read as**

a) Shri Gyaneshwar Kumar Singh, JS	-	Convenor
b) Shri Amardeep Singh Bhatia, JS	-	Member
c) Shri K.V.R. Murty, JS	-	Member
d) Smt. Sibani Swain, EA	-	Member

3. Students of final year of LLB are also eligible to apply for the internship at MCA.

*B. P. Pant*  
(B. P. PANT)

Deputy Secretary to the Govt. of India

**Copy, to:**

1. PSO to Secretary
2. PS to CAM
3. Office of AS/DGCoA/JS(B)/JS(K)/JS(GKS)/JS(AC)/EA
4. DIIs/Economic Advisor
5. e-Governance Cell - to upload the scheme on the Official website of the Ministry.
6. All Officers/staff of the Ministry and CCI/CLB/SFIO for information.
7. Guard File

**Template for Forwarding Documents for Uploading**

S.No		
1.	Subject	Internship Scheme
2.	Date of issue of document (DD/MM/YYYY)	19.01.2017
3.	Section / Division	Admn. I
4.	Name/Designation of Approver	N/A
5.	Name/Designation of Contributor	N/A
6.	Title of link for document to be uploaded	N/A
7.	Date of uploading document (DD/MM/YYYY)	N/A
8.	Section (s) of website under which document is to be uploaded	Internship in MCA
9.	Date of expiry/Archival (if applicable)	
10.	Is Hindi version available(yes/no)	No
11.	Hindi title for Hindi document	

Submitted by: 12m/li  
20.1.17

Submitted Date:

**No. A-45011/02/2017-Ad.I**  
**Government of India**  
**Ministry of Corporate Affairs**

'A' Wing, 5<sup>th</sup> floor, Shastri Bhawan,  
New Delhi, dated the 19<sup>th</sup> January, 2017

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

**1. Introduction**

The Ministry of Corporate Affairs administers a wide range of statutes for the regulation of the Corporate Sector through The Companies Act, 2013 & 1956; the Competition Act, 2002; Limited Liability Partnership Act, 2008; the Chartered Accountants Act, 1949; the Cost and Works Accountants Act, 1959; the Company Secretaries Act, 1980; the Partnership Act, 1932; the Societies Registration Act, 1932 etc. The responsibilities of the Ministry includes administration of the notified provisions of the Companies Act and rules thereon; convergence of Indian Accounting Standards with International Financial Reporting Standards; Management of the cadre of Indian Corporate Law Service among other usual business.

**2. Internship**

With a view to facilitate interaction between the academic institutions and public authority as well as to obtain input from the field of academics, Ministry of Corporate Affairs proposes to implement an Internship Programme for Post Graduate students and research students. The programme aims at providing an opportunity to the interns to familiarize themselves with the overall functioning of the government system, policy making and law making process, framing of rules and regulations and implementations thereof.

The internship programme will provide a platform for interaction by officers of the Ministry and its subordinate offices with young scholars and researchers from reputed academic institutions who are pursuing Post-Graduate/ Research in Economics/ Law/ Finance/ Commerce /Management / Information Technology, 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.

### 3. Objectives of the Scheme

The Scheme has the following stated objectives:

- a) To allow young academic talent to be associated with the Ministry's functioning for mutual benefit
- b) The "Interns" may benefit by getting an exposure to the Government functioning / Policy making process, application of theory into practice. This programme would facilitate the young talents to choose a career path.
- c) While in training with the Ministry (Headquarters and field offices), the interns would have an opportunity to interact with the professionals such as Chartered Accountants, Company Secretaries, lawyers who are responsible for facilitating the companies and corporates to comply with various provisions of the Companies Act and other related laws.
- d) The Department may benefit from the additional resources in the form of young talents and their inputs, backed by fresh ideas, innovative skills, new technology, empirical analysis, briefing reports, policy papers etc.

### 4. Eligibility conditions: Following persons are eligible to apply for the scheme:

- a) The scheme will be applicable only to Indian National residing in India or pursuing studies abroad.
- b) The applicant should be at least a Post Graduate or Research Student enrolled in reputed University/ Institution within India or abroad and Specializing in Economics/ Statistics/ Management, Law, Finance, Commerce, Information Technology, Computer Science. Students of Information Technology and Computer Science at final year of B.Sc., B. Tech can be considered.
- c) The applicant should have a good academic record with a minimum of 80% at higher secondary level.
- d) The applicant must have valid Aadhaar Card, Mobile No. and e-mail etc.

5. **Duration** – The duration of the internship will be for maximum period of 2 months.

6. **Declaration of Secrecy** – Interns shall be required to furnish a Declaration of Secrecy prior to the commencement of the internship.

7. **Logistic Support** – Interns will be provided with necessary logistic support, i.e. office space and computer with internet facility.

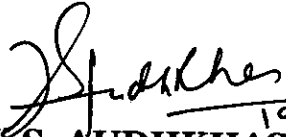
8. **Stipend:** - The selected interns will be provided a stipend of Rs.10,000/- per month.
9. **Engagement** – The interns would be attached to senior officers viz., DGC&A, Joint Secretaries, EA, Directors of Inspection and Investigation in the Ministry for the entire period of internship. During this period, interns will be accountable to the senior officers they are attached to.
10. **Submission of papers** – The Divisional Heads of the Ministry to whom the interns are attached would be assigning them project either on individual basis or to a team, on which, the interns shall work and prepare a report to be submitted. If found fit, a presentation of the paper could be organized by the Divisional Head to all senior officers of the Ministry.
11. **Certificate of Internship** – Certificates will be awarded to interns upon satisfactory completion of their internship and on submission of their assignment Report, and its evaluation by the DS/Director/JS level officers of the Division concerned.
12. **How to apply** – A notification calling for applications will be issued every year in the month of January. For the year 2017, the completed applications in prescribed proforma (see Annexure-I) may be sent to Section Officer (Admn.) at [bindu.p@nic.in](mailto:bindu.p@nic.in) on or before 28.02.2017. The internship shall commence tentatively from June/July, 2017.
13. **Selection** – All applications received in response to the notification will be scrutinized by a Selection Committee in consultation with Divisional Heads who, in turn, would be required to express their willingness to mentor such interns chosen by them. The actual offers of engagement will be sent to the selected interns subject to availability of slots, consent of the Division concerned, and approval of the Selection Committee.
13. **Number of interns:** - The Ministry will engage upto TEN interns at a time. However, this number may be increased with the approval of Secretary, Ministry of Corporate Affairs.
14. **Selection Committee** – A selection committee comprising of the following Officers of the Ministry shall be responsible for selection of interns based on merit:-
 

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].

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

15. The internship will neither be a job nor will be an assurance of a job in the Ministry of Corporate Affairs or its subordinate organizations.
16. Any/ All provisions of the internship scheme may be modified with the approval of Secretary, Ministry of Corporate Affairs.

  
19.01.2017  
**(J. S. AUDHKHASI)**  
**Deputy Secretary to the Govt. of India**  
**Tel. No. 011-23381615**

**Copy, to:**

1. **PSO to Secretary**
2. **PS to CAM**
3. **Office of AS/DGCo/JS(B)/JS(K)/JS(GKS)/JS(AC)/EA**
4. **DIIs/Economic Advisor**
5. **e-Governance Cell - to upload the scheme on the Official website of the Ministry.**
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7. **Guard File.**

**Annexure-I****MINISTRY OF CORPORATE AFFAIRS  
APPLICATION FORM FOR INTERNSHIP**

Paste a passport  
size Photograph,  
sign across (photo  
as well as on form)

1.	Name	
2.	Father's/ Mother's name	
3.	Date of Birth	
4.	Gender	
5.	Nationality	
6.	Present Address (for communication)	
7.	Email address	
8.	Telephone number	
9.	Aadhaar Card No.	
10.	Marital Status	
11.	Name and address of Educational Institution presently enrolled in [Certificate from Educational Institution to be enclosed as below]	
12.	Course and progress	
13.	Area of interest for internship (maximum three fields, and a Statement of Purpose for each such chosen field in a separate additional sheet)	
14.	Projects undertaken in the past, if any	
15.	Extracurricular activities/ interests	
16.	Educational Attainments (Higher Secondary up to highest completed course) [add more rows if necessary]	

S. No.	University/ Institute/ Board	Examination Passed	Year	Division/ Percentage/ Grade/ CGPA	Subjects (indicate Main and Ancillaries separately)
(i)					
(ii)					
(iii)					
(iv)					
(v)					
17.	Two references (preferably from present Institute or the Institute(s) last attended)				

**Declaration of Applicant**

I declare that the above information is true and correct to the best of my knowledge and belief. I do not have any personal or commercial or other conflict of interest in the assignment with the Ministry with any other role that I have currently or had in the past..

2. I am aware that in case of a misrepresentation or a materially false declaration, it not only brings disrepute to myself but also renders me liable to action according to applicable law. I also understand that the application is liable to be rejected and/or. internship cancelled in case such a discrepancy is detected at any stage before completion of internship. The Internship certificate may also be recalled should such a contingency arise after the same has been awarded to me.

Place :

Date :

Signature:

Name of Applicant in Block letters :