

Government of India
Ministry of Home Affairs
North Block, New Delhi

Subject: Internship Programme of Ministry of Home Affairs for 2014-15

The objective and guidelines/salient features of the internship Programme of the Department Accounting Organization, DAO, Ministry of Home Affairs, for Undergraduates of five year integrated Course/Graduates pursuing Post Graduation or pursuing Research are given below:

GUIDELINES/SALIENT FEATURES OF THE SCHEME

Objective	<ul style="list-style-type: none"> • To familiarize the willing and eligible Undergraduates pursuing five year integrated Course in Law and Graduates pursuing Post-Graduation/Postgraduates pursuing Research in Economics/ Finance/Management/ Government Accounting Internal Audit framework in the Ministry of Home Affairs. • It is neither a job nor any such assurance for a job in the Ministry of Home Affairs.
Eligibility	Post Graduates, Graduates, having secured at least 55% marks in the streams like Law, Economies, Engineering, Finance, Management, Commerce & Social Sciences from recognized Universities, AICTE accredited Management Institutes and National Law Schools. Under Graduate having completed 2/3 years course and appearing for the final year examination may also apply. Law School Students pursuing 5 year course must have completed at least 3 years of regular course. Students pursuing courses in CA/ICWA/CFA are also eligible subject to the condition that they must have undergone at least 3 years internship training in their respective disciplines.
Duration	Duration of internship will be two months from 1 st July 2014 to 31 st August, 2014.
Token Remuneration	Token Remuneration @ Rs. 5,000/- per month per intern, payable at the end of the internship.
Declaration of Secrecy	Interns are required to furnish to the Department a declaration of confidentiality before reporting for the internship.
Logistics Support	Interns will be provided with the necessary logistics support, i.e. office space and computer with internet facility
Placement	The interns would be attached with one of the Controller of Accounts in the O/o CCA (Home).
Submission of Paper	The interns will be required to present report to the O/o CCA (Home) at the end of the internship. Simultaneously, they will also be required to give their mandatory feedback on their experience of the programme, monitoring and supervision.
Certificate of Internship	Certificate will be issued to the interns at the end of their internships on submission of their Report/Paper.
How to apply	The interested and eligible students to send their applications, along with their CVs, in the enclosed prescribed format to Sr. Accounts Officer (Administration), Ministry of Home Affairs, North Block, New Delhi (latest by 15th June-2014) instead of 15 th May-2014 which was downloaded inadvertently earlier in MHA website. The other contents of advertisement downloaded earlier shall remain same.
Selection	All the applications will be scrutinized by the Selection Committee. The actual offer will be sent to the selected interns subject to availability of slots, and approval of the Selection Committee. The Department shall accommodate interns not exceeding fifteen.

The candidates who are interested and willing and fulfill the eligibility criteria may apply prior to 15th June, 2014 to Sh. Rajinder Singh, Sr.AO(Admn), Room No. 217, North Block, New Delhi. Tel.No.011-23092409 FAX No.011-23093759 e.mail praoadm-mha@mha.gov.in .

Annexure-I

APPLICATION FORM FOR INTERNSHIP PROGRAMME OF OFFICE OF THE CHIEF CONTROLLER OF ACCOUNTS MINISTRY OF HOME AFFAIRS, GOVERNMENT OF INDIA

1. Full Name (Mrs/Ms/Mr.) :

2. Date of Birth :

3. Full Postal Address :

for communication

(including e-mail address)

4. Telephone No.

5. Educational Qualification:-

Exam	University/Institute	Year of Passing	% of Marks	Subjects (Arts/Commerce/Science/ Tech etc.

6. Additional Qualifications (CA/ICWA/Computers etc):

7. Subjects of Specialization/Interest.:

8. Extra Curricular Activities:

9. Projects Undertaken:

10. Project Preferences:

11. (For Research Students only)

Brief description of the subject/purpose of the current research

I certify that the above information furnished by me is true to the best of my knowledge and belief.

Place:

Signature:

Date:

Name:

Authentication of particulars furnished above by the Institute/University

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.

Recommendations, if any.

(Signature & Seal of Authorized Official)

Name & full address of the sponsoring institution: