

Internship Scheme of DGFT

I. Aim / Objectives of the Scheme

Directorate General of Foreign Trade (DGFT) formulates and implements Foreign Trade Policy (FTP). These functions entail close interaction with the related arms of the Government, economists, trade bodies, exporters as well as keep track of the changing scenario in International Trade.

The need for an Internship Programme for the DGFT has been felt for quite some time. The Internship Programme will ensure 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 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 impartial manner, it will also simultaneously provide an excellent opportunity to the brilliant interns to familiarize themselves with the over all process of formulation of foreign trade policy of the Government at the macro level and its implementation by DGFT at the micro level.

DGFT would assign such interns for specific areas of work. The particular fields could be analysis of international trade and market conditions across major markets, simplification of rules & procedures of DGFT, redrafting or paraphrasing the existing Policy. Policy Reforms at macro level, review of various schemes of DGFT, review of existing notifications, e-governance within DGFT, reduction of transaction costs, formulation of new schemes etc.

II. Eligibility

Students in the final year of their graduation (4th & 5th years, in the case of Law graduates of Five year stream) with consistent excellent academic records/ fresh graduates with excellent academic records and possessing first class degree/students possessing first class graduation degree pursuing Post Graduation / high second class post-graduation degree (with at least 55% marks) pursuing Research courses in Economics / Finance / Management / Law at National Schools of Economics / Law / Central Universities / AICTE recognized Financial / Economic Institutions / Recognized National Management Institutes / Foreign Universities and Institutions of excellence can apply for internship. The Scheme is open to only Indian Nationals residing in India or pursuing their studies abroad.

III. Duration: The duration of the internship will be for maximum period of 2 months for each programme i.e. **Summer Internship Programme (June-July) and Winter Internship Programme (December-January).**

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

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

- VI. Submission of report:** The interns will be required to present a report / paper at the end of their internship to the Head of Division.
- VII. 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.
- VIII. Mode of Application:** Interested students can send their applications, along with their CVs, in the enclosed format to the **Joint DGFT (O&M) at Directorate General of Foreign Trade, Room No. 103, Udyog Bhawan, New Delhi – 110 011 (Email: rajbir.sharma@nic.in)**. 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.

The application should be submitted by **30 April (every year) for Summer Internship Programme (June-July) and by 31 October (every year) for Winter Internship Programme (December-January)**.

- IX. 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.
- X. 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.

XI. Location

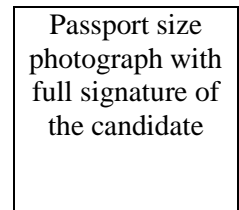
DGFT headquarters at New Delhi. The interns will be attached to the heads of each Division and will be reporting to them directly.

XII. Remuneration

Interns will be paid a consolidated token remuneration of 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**

1. Name of the candidate: (in block letters - Leave a space vacant between first name, middle name and surname)



2. (a) Correspondence Address (In block letters)

T	e	l	.	N	o	.																	
F	a	x		N	o	.																	
										P	I	N	c	o	d	e							
E	M	A	I	L	:																		

- (b) Permanent address (In block letters)

T	e	l	.	N	o	.																	
F	a	x		N	o	.																	
										P	I	N	c	o	d	e							

3. Email address:

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

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

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6. Educational Qualification(s): (Highest to be mentioned first)

Sl. No.	Degree / Qualification acquired	Name of College/School/ Institution	University/ Board	Marks Obtained (%age)	Year

7. (a) Details of Projects undertaken, if any

(b) Present Status:

8. Discipline(s) in which 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/purpose 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 to the best of my knowledge and belief.

Signature of the candidate _____

Date:

Place:

Authentication of 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.
Recommendations by HOD/Faculty:

1.

2.

(Signature & Seal of Authorised Official)