

GUIDE LINES FOR THE INTERNSHIP SCHEME

(i) **How to apply** - SFIO would write to the Registrar's and Placement Cells of identified Law Schools, Institutes, Universities and Professional Institutes {ICAI, ICAI(CMA) and ICSI} calling for applications from students willing to do an internship with SFIO. Beside a notification calling for applications will also be issued by SFIO every year in the month of May. The last date for receipt of applications shall be 15th June of that year.

(ii) **Eligibility** - Students in Post Graduate Courses -- MBA (Finance), Law students in 4th/5th years of a five year stream with consistent and excellent academic records/fresh graduates with excellent academic records and possessing a first class graduation degree students pursuing post graduation with high second class graduation degree (with at least 55% marks)/students pursuing masters/research courses in Economics/Finance/management/Law at National School of Economics/Law/Computer Forensics from recognized universities in India and Abroad, students pursuing final year or equivalent of ICAI, ICAI(CMA), ICSI/ Central Universities/ICETI/ recognized financial/Economic Institutions/ Recognized National Management Institutes/Foreign Universities and Institutions of excellence can apply for the internship. The internship program would be applicable to Indian Nationals only. First Class Degree in Graduation shall be mandatory and Post-Graduation with high second class graduation degree (with at least 55% marks).

(iii) **Stipend** - The intern undergoing the Internship will be paid stipend @ Rs. 7,000/- (Rupees Seven thousand only) per month for the period of internship on certification from

the Office the intern is attached to. The expenditure would be met out of the sanctioned grants of SFIO under the object head "Office Expenses".

(iv) **Duration** – The duration of the internship will be for a minimum one (01) month and maximum period of two (02) months.

(v) **Logistic Support:** Interns will be provided with necessary logistic support, i.e. office space and computer with internet facility.

(vi) **Placement** – The interns would be attached with various units of the Serious Fraud Investigation Office.

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

(viii) **Selection** – All applications received in response to the notification will be scrutinized by a Selection Committee constituted under the Chairmanship of the Director, SFIO. The Selection Committee comprising of the following members shall be responsible for selection of interns based on merit:-

a)	Director (SFIO)	Chairman
b)	Joint Secretary (Admn),MCA	Member
c)	Additional Director (SFIO)	Member
d)	Deputy Director, Admn (SFIO)	Member

(In the event of non-availability of Joint Secretary (Admn), MCA his/her nominee will be associated).

The offers of appointment would be sent to the selected students subject to availability of slots and recommendations of the Selection Committee. The internship program would be open throughout the year. The number of interns undergoing internship at any given time would not exceed Six.

(ix) **Submission of papers** – The interns will be required to present to the Director, SFIO an assignment Report on the allotted subject at the end of the internship, and also to provide a feedback of their experience of the internship program.

(x) **Certificate of Internship** Certificates will be awarded to interns upon satisfactory completion of their internship and on submission of their end of assignment Report, and its evaluation by the concerned official of SFIIO.

(xi) The internship will neither be a job nor an assurance of a job in the Serious Fraud Investigation Office.

3. **Powers to Relax:** Any/All provisions of the Internship Scheme may be modified with the approval of Secretary, Ministry of Corporate Affairs.

4. This issues with the concurrence of JS&FA vide Dy. No. 208/2016 dated 29/03/2016 and Secretary, CA vide Dy. No. 50894/2016 dated 10/05/2016.

Yours faithfully,

Rakesh Kumar

(Rakesh Kumar)

Under Secretary to the Government of India

Tel: 23383507

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The intern undergoing the internship will be paid stipend @ Rs. 7000/- (Rupees Seven thousand only) per month for the period of internship on certification from the officer of the intern is attached to.

(iii) **Duration:**

The internship will be for a minimum period of one month and maximum period of two months.

(iv) **Declaration of Secrecy:**

Interns shall be required to furnish a Declaration of secrecy prior to the commencement of the internship.

(v) **Submission of papers:**

The intern will be required to present to the Director, SFIO an assignment Report on the allotted subject at the end of the internship, and also to provide a feedback of their experience of the internship program.

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