

Government of India

**Ministry of Heavy Industries & Public Enterprises
Department of Heavy Industry**

Engagement of Graduate and Professional Interns

1. Department of Heavy Industry invites applications from young Graduates and Professional for engagement as 'Interns'. The applicant should be a Graduate from a Government recognized institution with at least 60 per cent marks.

2. For Professional Interns, have any of the following qualification:

- a) LLB
- b) MBA
- c) CA
- d) ICWA
- e) CS
- f) CFA
- g) MA (Economics)
- h) B. Engg./ B. Tech.

and should be motivated and ready to learn.

3. Application form can be downloaded from DHI's official web-site <http://dhi.nic.in>. Applications complete in all respect should reach Department of Heavy Industry on or before 5.00PM, 29th July 2016. Any incomplete application or applications received beyond the deadline will be summarily rejected.

Completed application may be sent to:

Shri U. K. Mukherjee
Under Secretary to the Government of India
Department of Heavy Industry
Room No – 384, Udyog Bhawan,
Rafi Ahmed Kidwai Marg
New Delhi - 110011

Government of India
 Ministry of Heavy Industries & Public Enterprises
 Department of Heavy Industry
 Internship Programme

Name				Paste your latest picture
Father's Name				
Date of Birth				
Address				
Contact Number				
E-mail				
Mobile Number				
Post applied for	Professional Intern	<input type="checkbox"/>	Graduate Intern	

Educational Qualification

Year	Qualification	Institution	Marks Obtained	Remarks

Professional Qualification

Year	Qualification	Institution	Marks Obtained	Remarks

Computer proficiency

Year	Qualification	Institution	Marks Obtained	Remarks

Previous Experience, if any (Give Details)

Other Information, if any, deemed relevant (Give Details)

Terms and Conditions

General

1. Department of Heavy Industry (DHI) invites application for internship in the Department from the young graduates to work as 'interns'.
2. This is **NOT** an offer for employment in DHI and is solely directed towards providing exposure to young and motivated students to gain an understanding of formal work environment, working of government and exposure to the industrial scenario in India.
3. The internship **DOES NOT** confirm any right on the interns to any position or job in DHI or any other wing of the Government or any preference in employment after the internship or anytime in future.
4. DHI reserves its right **NOT TO ENGAGE** any intern in response to the advertisement and this is only an invitation to young men and women to apply for internship. DHI shall not be liable for any action taken by any person in response to this advertisement.
5. The intern shall be attached to an office or officer and will be expected to learn how functions of such office/officer are discharged. They are expected to have good observation, motivation to learn and acumen to suggest solutions to problems posed to the office/officer.
6. Interns shall during their internship (even outside office) be expected to maintain highest standards of behaviour and show politeness in dealings with members of public.

Application and Selection

7. Applications complete in all respect should reach DHI on or **before 29th July 2016**. Any incomplete application or any application received after the specified time shall be summarily rejected.
8. Any false statement in the application shall be taken extremely seriously and will liable applicant to rejection and legal action.
9. Application should be signed by the applicant under his own hand.
10. No documents need to be attached to the application. Documents shall be verified at the time of interview, if required.
11. All the applications shall be screened for qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for interview. Not all applicants will be called for interview.
12. **The application should be sent to:**

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13. Selection of the candidates shall be made on the basis of interviews taken by a four-member selection committee. Only short listed candidates shall be invited for the interview.
14. The applicants are advised to provide **e-mail address** for communication of interview call and selection to avoid delays in post. DHI **SHALL NOT** be responsible for any non-communication or delayed communication due to postal delays.
15. Selected candidates shall execute a bond in favour of DHI that if they leave internship before completion of the term of 12 months, they shall refund DHI the entire amount of stipend received by them.

Internship

16. The period of internship shall be 12 months.
17. A consolidated stipend of rupees 30,000 (thirty thousand only) per month shall be paid to graduate interns.
18. An intern may request DHI to extend internship for another 12 months. If satisfied with the work of intern, DHI may agree to extend the engagement for another term of 12 month with additional stipend of ten per cent.
19. No internship shall be extended beyond 24 months.
20. Interns shall be discharged on completion of their term. DHI shall provide a '**Certificate of Internship**' on completion of 12 months and '**Certificate of Advance Internship**' on completion of 24 months. No certificate will be provided for not completing 12 months. An intern who leaves extended term before 24 months shall only be given a '**Certificate of Internship**'.
21. An intern may extinguish internship by giving a notice of three months to DHI. In such a case bond executed under term 15 shall not be forfeited.
22. DHI may relieve any intern giving a notice of one month. Such intern shall not be entitled for any compensation.

Verification

I _____ son or daughter of _____ hereby verify that the information provided by me is true and correct and my application can be summarily rejected if it is found incorrect. I shall further be liable to other legal action. Further, I have read through the terms and conditions and understood them. I agree to these terms and conditions.

Date :
Place :

(Signature)

Name :