# NATIONAL INFORMATICS CENTRE
# MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY

### DIGITAL INDIA INTERNSHIP SCHEME FOR NIC (SUMMER 2023 BATCH)

1. **PURPOSE:**

An internship is an opportunity for a student to secure first hand and practical work experience under the guidance of a qualified and experienced Supervisor/Mentor. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms.

2. **ABOUT NIC:**

National Informatics Centre (NIC) has been instrumental in steering e-Government/eGovernance applications in Government ministries/departments at the Centre, States, Districts and Blocks, facilitating improvement in government services, wider transparency, promoting decentralized planning and management, resulting in better efficiency and accountability to the people of India. "Informatics-led-development" programme of the government has been spearheaded by NIC to derive competitive advantage by implementing ICT applications in social & public administration. NIC has implemented many nationwide eGovernance projects in close collaboration with Central and State Governments such as PFMS, eHospital, Vahan, Sarathi, eOffice, ePrisons, ServicePlus etc (www.nic.in) which are also implemented in many other countries. For the larger benefit of the student community and with a view to enrich the management/implementation of its various schemes/programmes/projects, NIC has notified these "Internship Guidelines", to provide a framework for engagement of Interns for a limited period at NIC, Headquarter, New Delhi and at NIC State Centres.

3. **DEFINITIONS:**

Unless the context requires otherwise, the following words shall have the meaning attributed to them in these guidelines:-

(i) "Ministry" means The Ministry of Electronics and Information Technology (MeitY).

(ii) "NIC" means National Informatics Centre (NIC).

(iii) "Competent Authority" means the Director General, National Informatics Centre.

(iv) "Sponsoring Institution" means the Academic Institution, in which the Applicant is currently studying or has recently passed out.

(v) "Applicant for Internship" is a person, who wants to work for mutual benefit with NIC, on a full-time basis with the sole purpose of enriching his/her knowledge in the area of expertise.

(vi) "Area of Expertise" means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

4. **ELIGIBILITY:**

   (i) Indian students from recognized universities in India who have secured at least 60% marks in the last held degree or certificate examination and pursuing B.E/ B.Tech, M.E/ M.Tech/ MCA, MSc (Electronics)/ MSc(CS)/ MSc(IT), DoEACC 'B' level shall be eligible.

   (ii) Possessing minimum qualifications as above shall not guarantee internship in NIC. Candidates having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

   **Note:** The students who are in the last semester or who will pass out in summer 2023 will not be eligible for the Internship. The following students are eligible:

| S.No. | Course Pursuing | Eligibility |
|---|---|---|
| 1. | B.E/B.Tech | 3rd Year |
| 2. | B.E/B.Tech (lateral) | 3rd Year |
| 3. | M.E./M.Tech./M.Sc(CS)/M.Sc(IT) | 1st Year |
| 4. | MCA | 2nd Year |
| 5. | Dual Degree Courses(ME/M.Tech) | 4th Year |
| 6. | DoEACC 'B' level | Diploma/Graduation/ DoEACC 'A' level |

5. **DURATION OF INTERNSHIP:**

The minimum duration of internship shall be of two months, extendable up to three months, depending on the performance of the candidate, requirement of NIC and time the Intern is willing to spend with NIC. The detailed time schedule of various activities is indicated at Annexure. Summer internship will start from 1st June 2023.

| S No | Broad Area of Internship |
|---|---|
| 1 | Block Chain Technology |
| 2 | Cloud Computing |
| 3 | Artificial Intelligence and Machine Learning |
| 4 | Micro Services |
| 5 | Data Analytics |
| 6 | eService Delivery |
| 7 | Text Analytics and Ontology |
| 8 | DevOps |
| 9 | Chatbot |
| 10 | Internet of Things (IoT) |
| 11 | Cyber Security |
| 12 | AR - VR |
| 13 | Quantum Computing and Cryptography |
| 14 | Mobile Computing |
| 15 | Open APIs |
| 16 | User Interface/User Experience (UI/UX) |
| **Total Students : 20** ||

6. **PLACE OF INTERNSHIP:**

The internship will be offered at NIC, Headquarters, New Delhi and at various NIC State

Centres.

7. **HOW TO APPLY:**

   (i) Interested and eligible students need to apply **online ONLY** on the Web Portal of NIC for the Internship Scheme (URL: http://www.nic.in)

   (ii) The Students needs to get Recommendation Letter forwarded by the Institution on the Letter Head of the Institute.

   (iii) The Students needs to upload certificates of completed degrees and last result available.

   (iv) The student will be required to submit a write-up not less than 100 words and not more than 250 words under the subject `Statement of Purpose' bringing out the purpose/benefits of the scheme.

   (v) Students have to select maximum two choices of interest

   (vi) Student will be asked to submit a self-declaration for conversion formula of CGPA into percentage with attestation from their educational institution.

8. **SELECTION:**

   (i) The Interns will be shortlisted and selected by the respective Groups/Divisions for their concerned domain.

   (ii) For selection of interns, personal or Skype Interview, may be conducted, if deemed necessary. No TA / DA shall be paid to candidates for attending the personal interview.

9. **CODE OF CONDUCT:**

   The Intern appointed by NIC shall observe the following Code of Conduct, which shall include but not be limited to, the following:

   (i) The Intern shall follow the rules and regulations, which are in general applicable to employees of NIC.

   (ii) The Intern shall follow the confidentiality protocol of NIC and shall not reveal to any person or organization confidential information relating to NIC, its work and policies.

   (iii) The Intern shall not claim any intellectual property right, of work done at NIC and has to strictly maintain the confidentiality of NIC's intellectual property. Any violation/infringement will be viewed adversely against the Intern as well as the institution to which he/she belongs and may invite appropriate action.

   (iv) The students and the Sponsoring Institution concerned shall have no claim whatsoever on the results of the project work. NIC retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.

   (v) Interns may, with the prior permission of NIC, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to NIC cannot be revealed under any circumstances.

   (vi) Any papers and documents written and/or published by the Intern should

carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of NIC.

(vii) Interns will follow the advice given to them by NIC regarding representations to third parties.

(viii) In general, an Intern may not interact with or represent NIC vis- à- vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of NIC depending on the nature of their roles and responsibilities.

(ix) No Intern shall interact with or represent NIC to the media (print and electronic).

(x) Interns will conduct themselves professionally in their relationship with NIC and the public in general.

(xi) Interns are required to be present at NIC premises and follow the Office timings, unless otherwise permitted by the Supervisor/Mentor in writing.

(xii) The Intern has to make his/ her own accommodation arrangement during the internship.

(xiii) Library facility at NIC is limited to referencing only; borrowing of books/journals is not extended to the Interns.

(xiv) In the event of unsatisfactory performance, the concerned Intern may be advised by NIC to discontinue the project work, before the completion of the term of internship.

10. **PLACEMENT:**

(i) Every batch of Interns or individual Interns, as the case may be, will have a Scientific/Technical Project Supervisor/Mentor from NIC.

(ii) The internship is neither an employment nor an assurance of an employment with NIC.

11. **SUBMISSION OF REPORT/PAPER:**

(i) Work plans and work schedules shall be developed by Supervisor/Mentor and the Interns shall invariably adhere to the same.

(ii) The Interns will be required to submit a Report on the work undertaken at the end of the internship to NIC and make presentation to group of NIC Officers.

(iii) The project report prepared for the Sponsoring Institution in which the Intern is enrolled and for NIC is required to be identical in all respects.

(iv) The students must furnish a "No–Demand Certificate" to NIC in the prescribed format after completion of project work along with a soft copy and hard copy of the project report.

(v) The certificate in the project report prescribed by the Sponsoring Institution, the cover page and all certificates in the project report should categorically reflect that the project work was executed at No–Demand Certificate. The acknowledgement sheet in the project report should mention the name of the Supervisor/Mentor who has guided the Intern at NIC.

12. **TOKEN REMUNERATION:**

(i) A token remuneration of Rs.10,000/- per month would be paid to an Intern, subject to satisfactory performance, duly certified by his Supervisor/Mentor.

(ii) The remuneration shall be paid after the completion of internship on submission of Report duly accepted by NIC.

13. **CERTIFICATE OF INTERNSHIP:**

Certificates will be issued by NIC to the Interns on the completion of internship and submission of Report duly countersigned and accepted by Training Division, NIC.

14. **TERMINATION:**

(i) NIC may disengage an Intern if it is of the view that the services of the Intern are no more required.

(ii) NIC may terminate the internship of the Intern at any time without assigning any reasons and with immediate effect.

(iii) If the Intern decides to disengage from NIC, he should provide 2 weeks' prior notice.

(iv) Upon termination, the Intern must hand over to NIC, any papers, equipments or other assets which might have been given to the Intern by NIC in course of his project work with NIC. This will include any badges or ID Cards which may have been issued to the Intern.

(v) If it comes to the notice of NIC that the person whose services have been terminated by NIC continues to act in a manner which gives an impression that he is still working for NIC, NIC shall be free to take appropriate legal action against such person.

(vi) The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.

15. **POWER TO REMOVE DIFFICULTIES:**

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

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# DIGITAL INDIA INTERNSHIP SCHEME FOR NIC

## Time Schedule of various activities

| S No | Task / Activity | Date Range |
|---|---|---|
| 1 | **LAUNCH DATE** | 10 April 2023 |
| 2 | Application submission from Interns | 10 April to 24 April 2023 |
| 3 | Applications Selection | 25 April 2023 to 10 May 2023 |
| 4 | Result of selected Interns | 11 May 2023 |
| 5 | Offer of Internship | 11 May 2023 |
| 6 | Applicant to Confirm for Internship | 11 May 2023 to 16 May 2023 |
| 7 | Unacceptance of Application due to non confirmation by Applicant | 17 May 2023 |
| 8 | Issuance of Confirmation Letter to confirmed applicants | 17 May 2023 |
| **In case of Non Confirmation by Candidates** | | |
| 9 | Selection from Wait Listed Candidates | 18 May 2023 |
| 10 | Offer of Internship to Wait Listed Candidates | 18 May 2023 |
| 11 | Applicant to Confirm for Internship | 18 May 2023 to 22 May 2023 |
| 12 | Issuance of Confirmation Letter to Confirmed applicants | 23 May 2023 |
| | | |
| 13 | Commencement Date of Internship | 1 June 2023 |
| 14 | Submission of Report by Intern | 31 July 2023 |
| 15 | Report to be accepted and upload by Project Guide | 31 July 2023 to 3 August 2023 |
| 16 | Completion Date of Internship | 31 July 2023 |
| 17 | Issuance of Completion Certificate | 4 August 2023 |

Email for contact: internship-nic@nic.in