

## **Annexure-I**

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

**Subject: Internship Programme of Ministry of Home Affairs for 2012-13**

Ministry of Home Affairs discharges multifarious functions, related to maintenance of internal security in the country, countering terrorism, preventing insurgency etc. Ministry takes proactive steps in all these directions to ensure that end objectives are being met. The resources allocated to the Ministry needs to be effectively channelized to ensure that funds are being utilized for the intended purposes and the objectives of the Ministry are being met. An important tool for ensuring this is an effective internal audit mechanism which brings out the major risks in various processes and ways and means to mitigate those risks.

2. The internal audit wing of the Ministry is taking up audits of various Schemes of MHA which includes (1) Internal Audit and Evaluation Priorities- A Risk Assessment Exercise,(2) Evaluation of the current audit methodologies adopted by Internal Audit Wing- its efficacy and improvements thereof (3) Evaluation and formulation of annual audit work plan, (4) Efficacy of the concurrent audit of CCTNS in the overall processes of planning, implementation and monitoring of the project,(5) Identification of services, clients of Departmental Accounting Organization, MHA. Formulation of standards and norms for each service, (6) Formulation of a Public Grievance Redressal Mechanism framework for the Departmental Accounting Organization, MHA, (7) Evaluation the service delivery capability of Departmental Accounting Organization, MHA.

3. The need for internship program was being felt for quite some time in this area which can be beneficial both for the Ministry as well as for the intern. The Internship Programme will ensure interaction of the officers of the Department with young scholars with sound academic background from the reputed academic institutions of the country. While refreshing ideas from the field of academics will enable the Internal Audit Wing to critically analyze various schemes from a fresh perspective, it would also provide interns with an opportunity to understand the functioning of Government and give them a perspective regarding critical issues related with operationalization of the Schemes of the Ministry.

4. The interns from the reputed management institutes, National Law Schools, reputed economic institutes, commerce colleges etc would help in giving a new dimension to the internal audit function of the Ministry and would be able to enthuse new ideas into the activity and would be of use to the Ministry as well as to the interns. The interns would be specifically associated with the audit of Freedom Fighter Pension Scheme, Modernization of Police Forces, Crime and Criminal Tracking Network System and any other appropriate assignment considered fit depending upon the background and qualifications.

## GUIDELINES/SALIENT FEATURES OF THE SCHEME

<b>Objective</b>	<ul style="list-style-type: none"> <li>• 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 with the internal audit framework in the Ministry of Home Affairs.</li> <li>• It is neither a job nor any such assurance for a job in the Ministry of Home Affairs.</li> </ul>
<b>Eligibility</b>	Post Graduates, Graduates, having secured at least 55% marks in the streams like Law, Economics, Finance, Management & Commerce from recognized Universities, AICTE accredited Management Institutes and National Law Schools. Under Graduate having completed 2 years course in Economics Management, Commerce 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.
<b>Duration</b>	Duration of internship will be two months from 14 <sup>th</sup> May 2012 to 13 <sup>th</sup> July, 2012.
<b>Token Remuneration</b>	Token Remuneration @ Rs. 5,000/- per month per intern, Payable at the end of the internship.
<b>Declaration of Secrecy</b>	Interns are required to furnish to the Department a declaration of secrecy before reporting for the internship.
<b>Logistics Support</b>	Interns will be provided with the necessary logistics support, i.e. office space and computer with internet facility
<b>Placement</b>	The interns would be attached with one of the Controller of Accounts in the O/o CCA (Home).
<b>Submission of Paper</b>	The interns will be required to present an audit 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.
<b>Certificate of Internship</b>	Certificate will be issued to the interns at the end of their internships on submission of their Report/Paper.
<b>How to apply</b>	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 1 <sup>st</sup> May, 2012).
<b>Selection</b>	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 1<sup>st</sup> May, 2012 to Sh. A.K.Tripathi, Sr. Accounts Officer (Admin), Room No. 217, North Block, New Delhi. Tel.No.011-23092409 FAX No.011-23093759 e.mail [nalin.srivastava@nic.in](mailto:nalin.srivastava@nic.in)

**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:-

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

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:**