

Office of the Comptroller and Auditor General of India
9, Deen Dayal Upadhyaya Marg, New Delhi
Knowledge & Capacity Building Wing

No.155/K&CB/F.319-2023

Dated 27/02/2024

STUDENT INTERNSHIP PROGRAMME

Subject: Advertisement for Engagement of Student Interns - Reg.

A reference is invited to this office notification No.77/K&CB/F.319-2023 dated 24th August 2023 uploaded on CAG's website www.cag.gov.in

2. The office of the Comptroller and Auditor General of India invites applications for engaging Student Interns (SIs) on contract basis for a duration of 3 to 6 months to work in the Regional Capacity Building and Knowledge Institutes. The Annexures in connection with the said engagement are as under:

- i) The guidelines/Instructions for engagement of Student Interns is given in **Annexure I**
- ii) Advertisement inviting applications for engagement of Student Interns (SIs) with Job Description is given in **Annexure II**
- iii) Apply through the link <https://forms.gle/1QggMC2DB8Yuukcq5>

3. Eligible candidates may apply through the above link **on or before 10.03.2024**. Applications sent through any other mode will not be accepted.

Assistant Administrative Officer
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STUDENT INTERSHIP PROGRAMME

Sub: Guidelines /Instructions for engagement of Student Interns in Office of the Comptroller & Auditor General of India and its field offices:

1. General

- i) The number of Student Interns to be engaged by the CAG of India shall depend on the actual requirement from time to time. The duration of internship for a Student Intern shall be 3-6 months.
- ii) Candidates pursuing under graduation/ post-graduation / research in any discipline from recognised, reputed institutions, with stellar academic record are eligible to apply.
- iii) Preferred attributes include skills in Information Technology (IT) & Information Communication Technology (ICT) with good communication and interpersonal skills.
- iv) Not more than 25 years of age

2. Selection Process:

The selection procedure shall be two stage: Application Screening and Selection Interview

3. Terms of reference:

- i) Heads of Functional Wings at CAG office/ Head of the Field office will provide the Terms of Reference, describing the work to be performed by the Student Intern.
- ii) The terms of reference shall include the functions to be performed and outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results-based and time-bound.

4. Other Terms and Conditions

- i) The Student Intern (SI) shall be subject to the laws of secrecy of the country and will sign a Secrecy and Non-Disclosure Agreement before reporting for the internship.
- ii) The internship will not constitute a regular job or appointment of any nature in the office of CAG of India or the Indian Audit & Accounts Department, nor is it in the nature of a relationship of employer and employee between the CAG of India and the SI.

- iii) The SI shall neither seek nor accept instructions from any authority external to the CAG of India in connection with the performance of his /her obligations under the internship. The SI shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his/her obligations under the internship. During the term of internship, the SI shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the SI without notice.

5. Travel, Service Incurred Death, Injury or Illness, Allowances:

- i) No TA/DA will be paid to the SI to attend the interviews.
- ii) No other perks and facilities such as DA, accommodation, residential phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. shall be admissible,
- iii) In the event of death, injury or illness of the SI during the term of his/her internship the SI or the SI's dependents, legal heirs, claimant etc., shall not be entitled to any compensation.

6. Remuneration:

Token remuneration @ of Rs. 12,000/- (all inclusive) per month, per intern will be payable on satisfactory completion of their internship and on submission of their Report/Paper.

7. Payment:

The payment will be released by the CAG of India on completion of the internship period and submission of the report by the SI.

8. Attendance & Working days:

The working hours of the SI shall be same as regular timing of this office. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays.

9. Leave: The SI shall not be entitled to any kind of leave.

10. Tax Deduction at Source:

Income Tax or any other tax liable to be deducted as per prevailing rules will be deducted at source before effecting the payment, for which the CAG of India will issue TDS certificate/s. The CAG of India undertake no liability for taxes or other contribution payable by the SI on payments made under this contract.

11. Sexual Harassment Act:

The provisions of **Sexual Harassment of Women at Workplace** (Prevention, Prohibition and Redressal) Act, 2013, shall apply.

12. Termination:

The CAG of India can terminate the internship at any time without prior notice and without providing any reason for it.

13. Logistics support:

Interns will be provided with the necessary logistics support, i.e. office space and computer with internet facility

14. Submission of paper:

Interns will have to present to the concerned Head of the Functional Wing/Head of the Field office a Report/Paper on the assigned subject at the end of the internship.

15. Program Oversight:

The Head of the Functional Wing at CAG office/Head of Field Office will review the progress of the projects on a regular basis.

16. Feedback:

Interns are mandated to give their feedback to the Head of the Functional Wing/ Head of Field Office, on their experience of the Program.

17. Outplacement:

At the end of the internship, an Experience Certificate / Recommendatory letter shall be given.

18. Place of Posting:

The place of posting will be the CAG's office, New Delhi or any of CAG's field office across India.

19. Return of Materials:

At the time of completion of internship, SI shall return to CAG of India all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CDs, DVDs. Tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. On completion of the engagement the SI shall also return any keys, pass cards, ID cards or other property belonging to CAG of India.

20. Program Review / Relaxation:

Where the CAG of India is of the opinion that it is necessary or expedient so to do, he may by order and for reasons to be recorded in writing, relax any of the provisions of these rules. The CAG of India also reserves the right to review the program at any time. The program so reviewed will be placed on the website of the CAG of India.

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**Advertisement inviting application for engagement of
Student Intern with Job Description**

Project 1:

1	Project ID	SI - 01_RCBKI/2023-24
2	Wing	Knowledge & Capacity Building Wing Regional Capacity Building & Knowledge Institute, Jammu
3	Name of the Project	(i) Risk categorization and Audit Planning using AI/Data Analytics (ii) Corporatization of Ordinance Factory Board
3	Name of the Post	Student Intern
4	Number of Posts	2 (one)
5	Age limit	Not more than 25 years of age as on 01.03.2024
6	Educational Qualifications	
(a)	Essential	Students pursuing Graduation in Information Technology (IT)/Commerce stream
(b)	Desirable	<ul style="list-style-type: none">• Knowledge of computer hardware and software• Good knowledge of Information Technology and software development and use of Artificial Intelligence (AI)• Knowledge of commercial accounting and general awareness about Defence related preparation of the county supported by indigenous innovations made by Ordinance Factories.
7	Outline of the tasks to be carried out	Task relating to <ul style="list-style-type: none">• Risk categorization and Audit Planning using AI/Data Analytics• Corporatization of Ordinance Factory Board
8	Period of Engagement	3 to 6 months
9	Deliverables	At the end of the project, the SIs may come up with research papers on the given subjects.
10	Remuneration	Token remuneration @ Rs.12,000/- (all inclusive) per month.
11	Place of work	The place of work will be the Regional Capacity Building & Knowledge Institute, Jammu

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