

INTERNSHIP GUIDELINES 2011 OF THE UNIQUE IDENTIFICATION AUTHORITY OF INDIA

1. Purpose:

The UIDAI is executing a project to issue unique identity numbers to residents of India. The project of this scale has not been executed anywhere in the world. In order to execute the project the UIDAI will need to attract talent from technology, law, economics, policy, marketing, social science, public administration and management spheres.

Several academic institutions and young scholars have expressed a desire to contribute to the UID project. The UIDAI is of the view that an Internship Programme will ensure interaction of the Authority with young Indian scholars with brilliant academic background from reputed academic institutions in the country and abroad.

Interactions with young scholars will provide fresh new ideas and research support from the field of academics. At the same time, it will provide an opportunity to young scholars to contribute to a project of national importance and provide an insight into working of the government..

2. Definition:

Unless the Context requires otherwise, following words shall have the meaning attributed to them in this guideline for the purpose of these Guidelines.

- (1) "Authority" means The Unique Identification Authority of India
- (2) "Sponsoring Institution" means the Academic Institution, in which the applicant is currently studying or recently passed out.
- (3) "Applicant on Internship" is a person, who wants to work for mutual benefit with the Authority, on a full-time basis with the sole purpose of enriching his knowledge in the area of expertise.
- (4) "Area of Expertise" means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

3. Eligibility

Indian students possessing first class graduation degree pursuing Post Graduation / high second class post-graduation degree (with atleast 55% marks) pursuing Research courses in Economics / Finance / Management/ Public Administration/ Social Sciences at Universities / Central Universities / Recognised Financial/Economic Institutions / Recognised National Management Institutes in India or abroad can apply for Internships. Students pursuing five year integrated course in law (only in 4th or 5th year) from the National Law Schools at Bangalore, Bhopal, Hyderabad and Kolkata are also eligible.

- a) Students who have completed the 1st year in any 2 year Masters / Post Graduate program;
- b) Students who have completed the 4th year in any Integrated 5 year Masters program;
- c) Students who have completed a 2 year Masters / Post Graduate program, integrated 5 year Masters Program or a 4/5 year Engineering program within last one year from the date he/she applies for an internship, will also be eligible;
- d) Should have scored 80% or above in the school leaving examination (12th standard / +2 examination) and 70% or more cumulatively in the Masters program / Engineering degree (equivalent CGPA will be considered).

4. Duration of Internship

Subject to a minimum of two months, the maximum duration of internship is flexible and depends on the time the intern is willing to spend with the Authority and the requirement of the Authority.

5. How to Apply

Interested and eligible students must send their applications, along with their CVs, areas of work interest and two references to webadmin-uidai@nic.in in the prescribed application form. These applications need to be sponsored by the Institution that the intern is enrolled in. From time to time, the Authority may also put out notice on its website requesting Intern applications.

6. Selection

All the applications will be scrutinised by the Authority and the relevant department the Intern would like to join.

7. Code of Conduct

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

- (1) The Intern shall follow the rules and regulations of the Authority that are in general applicable to employees of the Authority.
- (2) The Intern shall follow the confidentiality protocol of the Authority and shall not reveal to any person or organisation confidential information on the Authority, its work and its policies.
- (3) Interns may, with the prior permission of the Authority, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to the Authority cannot be revealed under any circumstances.
- (4) 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 the Authority.
- (5) Interns will follow the advice given to them by the Authority regarding representations to third parties.
- (6) In general an Intern may not interact with or represent the Authority *vis a vis* third parties. However, some Interns may specifically be authorised to interact with third parties on behalf of the Authority depending on the nature of their roles and responsibilities.
- (7) No Intern shall interact with or represent the Authority to the media (print and electronic).
- (8) Interns will conduct themselves professionally in their relationship with the Authority and the public in general.

8. Placement

- (1) The interns would be attached with one of the officers of Director level in the concerned Division of the Authority.

(2) The internship is neither a job nor an assurance of a job with the Authority.

9. Submission of Paper

- (1) Interns shall develop work plans and work schedules in consultation with their supervisor and will adhere to the same.
- (2) The interns will be required to submit a Report/Paper on the work at the end of the internship. Interns will also be required to give feedback on their internship experience.

10. Token Remuneration

The Authority will provide a token remuneration @ Rs.10, 000/- per month per intern. The remuneration will be payable at the end of the internship.

11. Certificate of Internship

Certificates will be issued to the interns at the end of their internships on submission of their Report/Paper.

12. Termination

- (1) The Authority may disengage from the Intern if the Authority is of the view that the services of the Intern are no more required.
- (2) In general the Authority may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- (3) In general, if the Intern decides to disengage from the Authority, he should provide 2 weeks' prior notice. However, the Authority may in certain cases, particularly interns who plan to stay for more than 2 months, prescribe a notice period of upto one month. Notice period may be waived from time to time by the supervisor depending on the role of the Intern.
- (4) Upon termination, the Intern must hand over to the Authority, any papers, equipments or other assets which might have been given to the Intern by the Authority in course of his work with the Authority. This will include any badges or ID Cards which may have been issued to the Intern.
- (5) If it comes to the notice of the Authority that the person whose services have been terminated by the Authority continues to act in a manner which gives an impression that he is still working for the Authority, the Authority shall be free to take appropriate legal action against such person.

13. Power to Remove Difficulties:

The Authority shall have the power to remove any difficulty which comes in the way of the implementation of these Rules.

Application form for persons on Internship from Sponsoring Institution to work for the UIDAI is downloadable from www.uidai.gov.in