

**Office of the Comptroller and Auditor General of India  
9, Deen Dayal Upadhyaya Marg New Delhi  
Training & Research Division**

**No.143/Trg.Div/F.319-2022  
Dated 19/05/2022**

**STUDENT INTERSHIP PROGRAMME**

**Sub: Guidelines /Instructions for engaging Student Interns in Office of the Comptroller & Auditor General of India**

**Ref:** this office notification no.272/Trg.Div/F-319-2018, dated 20/11/2018 uploaded on CAG's website [www.cag.gov.in](http://www.cag.gov.in)

**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 2-3 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. 10,000/- (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.

**21. Submission of Application:**

Students fulfilling the eligibility conditions and after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format, which is uploaded on the CAG website [www.cag.gov.in](http://www.cag.gov.in) and forward it to [trgwing@cag.gov.in](mailto:trgwing@cag.gov.in) by email to reach this office on or before **15<sup>th</sup> June 2022**. Candidates shall NOT send any application by POST/COURIER/Any other physical mode.

**22. Advertisement:**

Advertisement inviting application for engagement of Student Intern with Job Description – **Refer Annexure I**

**23. Application:**

Application form for Student Intern – **Refer Annexure II**

**24. Secrecy/ Non-disclosure agreement:**

Secrecy/ Non-disclosure agreement format – **Refer Annexure III**

Assistant Administrative Officer  
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**ANNEXURE – I**

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

**SI - Project 1:**

<b>1</b>	<b>Project ID</b>	<b>SI - Project 1 – SR/Hqrs.</b>
1.1	Wing	Southern Region
1.2	Name of the Post	Student Intern
1.3	Number of Posts	1 (one)
1.4	Age limit	Not more than 25 years of age as on 01.01.2022
1.5	Educational Qualifications	Post Graduate/Research in Health sector from recognized reputed institutions
1.6	Outline of the tasks to be carried out	Examining and finalization of the data/information for Performance Audits/Compliance Audits – Public Health Infrastructure and Management of Health Services
1.7	Period of Engagement	Three months
1.8	Deliverables	Outcomes and impact based on data analysis.
1.9	Remuneration	Token remuneration @ Rs.10,000/- (all inclusive) per month.
1.10	Place of work	The place of work will be the O/o The CAG of India, New Delhi

**SI - Project 2:**

<b>2</b>	<b>Project ID</b>	<b>SI - Project 2 - SR (PAG (Audit)-I Tamil Nadu)</b>
2.1	Wing	Southern Region/PAG (Audit)-I Tamil Nadu
2.2	Name of the Post	Student Intern
2.3	Number of Posts	1 (one)
2.4	Age limit	Not more than 25 years of age as on 01.01.2022
2.5	Educational Qualifications	Post Graduate/Research in project related sector from recognized reputed institutions
2.6	Outline of the tasks to be carried out	Interns may be engaged for beneficiary survey, field verification of assets and data collection at grass root level.
2.7	Period of Engagement	Three months
2.8	Deliverables	Beneficiary survey and results thereof.
2.9	Remuneration	Token remuneration @ Rs.10,000/- (all inclusive) per month.
2.10	Place of work	The place of work will be O/o. The Principal Accountant General (Audit) I, Tamil Nadu, Chennai.

**SI - Project 3:**

<b>3</b>	<b>Project ID</b>	<b>SI - Project 3 - SR (PAG (Audit)-I Karnataka)</b>
3.1	Wing	Southern Region/PAG (Audit)-I Karnataka
3.2	Name of the Post	Student Intern
3.3	Number of Posts	1 (one)
3.4	Age limit	Not more than 25 years of age as on 01.01.2022
3.5	Educational Qualifications	Post Graduate/Research in project related sector from recognized reputed institutions
3.6	Outline of the tasks to be carried out	<ul style="list-style-type: none"><li>• Interns may be engaged to assist the audit offices to explore regional disparities using socio economic indicator data in Karnataka state with reference to Kalyana Karnataka region.</li><li>• The data/information may be used in PA on Implementation of Article 371J and outcome activities of Kalyana Karnataka Region Development Board.</li><li>• Data analysis may be done on various development indicators from selected departments of the government and a comparison done of the indicators of the State as a whole with the indicators of the Region.</li></ul>
3.7	Period of Engagement	Three months
3.8	Deliverables	Data visualizations using graphical and visual tools for Performance Audit. This would mainly involve contrasting and presenting various data with a view to facilitate regional contrast and comparison.
3.9	Remuneration	Token remuneration @ Rs.10,000/- (all inclusive) per month.
3.10	Place of work	The place of work will be O/o. The Principal Accountant General (Audit) I, Karnataka, Bengaluru.

**SI - Project 4:**

<b>4</b>	<b>Project ID</b>	<b>SI - Project 4 - SR (PAG (Audit)-II Karnataka)</b>
4.1	Wing	Southern Region/PAG (Audit)-II Karnataka
4.2	Name of the Post	Student Intern
4.3	Number of Posts	1 (one)
4.4	Age limit	Not more than 25 years of age as on 01.01.2022
4.5	Educational Qualifications	Post Graduate/Research in project related sector from recognized reputed institutions
4.6	Outline of the tasks to be carried out	<ul style="list-style-type: none"><li>• Interns may be engaged to assist the Audit Offices to verify whether proper planting techniques were adopted in selection of species and location of area for raising plantations and such raising and consequent maintenance was done economically and as per norms and whether the expenditure on afforestation works is in commensurate with the increase in forest/ tree cover.</li></ul>
4.7	Period of Engagement	Three months
4.8	Deliverables	To bring out deficiencies in selection of species/location for raising plantations and lapses in maintenance resulting in poor survival besides bringing out cases of uneconomical spending on such afforestation works.
4.9	Remuneration	Token remuneration @ Rs.10,000/- (all inclusive) per month.
4.10	Place of work	The place of work will be O/o. The Principal Accountant General (Audit) II, Karnataka, Bengaluru.



**ANNEXURE – II**

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA  
APPLICATION FORM FOR STUDENT INTERNSHIP**

**Internship Applied for.....**

Affix self-  
attested recent  
photo

1. Name :
2. Father's / Mother's Name :
3. Date of Birth :
4. Gender :
5. Nationality :
6. Present Address (for communication) :
7. Email address :
8. Mobile Number :
10. Projects undertaken in the past, if any :
11. Extracurricular activities / interests :

12. Educational Attainments: (higher Secondary up to highest completed course)  
[add more rows if necessary]

Sr. No.	University / Institute / Board	Examination Passed	Year	Division / Percentage / Grade / CGPA	Subjects (indicate Main and Ancillaries separately)

13.	Two references (preferably from present Institute or the Institute (s) last attended	
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14.	A brief note (500 words): Why you want to join CAG of India's as a Student Intern and your learning expectations. [add more sheets if necessary]	

**Declaration**

I declare that the above information is true and correct to the best of my knowledge and belief.

I am aware that in case of misrepresentation or a materially false declaration, it shall render me liable to action according to applicable law. I also understand that the application is liable to be rejected and / or engagement cancelled in case a discrepancy is detected at any stage before completion of the internship. The completion certificate may also be recalled should such a contingency arise after the internship the same has been awarded to me.

Signature:

Name of Applicant:

Place:

Date:

**Secrecy / Non-Disclosure Agreement**

**1. General**

- (i) As a Student Intern of the CAG of India/India Audit and Accounts Department and in consideration of the remuneration now and hereafter paid to me, I shall devote all my efforts to furthering the best interest of the CAG of India. During the subsistence of my internship I will not engage in any activity that:
- (ii) Conflicts with the CAG of India' interest as a Legal Entity, including without limitation, any business activity not contemplated by this agreement.

**2. Non-Disclosure Clause**

- (i) That I do hereby recognize and understand that all confidential and / or proprietary information, in any media like print, electronic, etc., belonging to and /or in possession of CAG of India, which is received, accessed, and /or used by me during the course of my engagement with CAG of India, shall not be shared with or given access to any entity be me, including the media.
- (ii) All obligations regarding prevention of disclosure of confidential information and obligations to provide notice under this Agreement shall be effective for the currency of the main Agreement and also for an indefinite period from the date of its expiration or termination, as the case may be.
- (iii) Absolute ownership:
- (iv) That I do hereby recognize and understand that the Comptroller and Auditor General of India is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, business information of Indian Audit & Accounts Department, including without limitation, concepts, techniques, processes, methods, clients, cost data, development or experimental work, work in progress, customers and suppliers internet websites or e-commerce solutions, books etc used by me in the course or my engagement in office of Comptroller & Auditor General of India.
- (v) I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment or otherwise in the same.
- (vi) The CAG of India shall be sole owner of any Intellectual Property rights developed during the subsistence of this Agreement. I hereby waive and relinquish all claims of any nature whatsoever that I now or hereafter may have for infringement of any Trade Mark, Copy right and Patent resulting from the subsisting activities for any inventions so assigned to CAG of India.

**3. Breach of Contract:**

I acknowledge that any violation by me under this declaration / agreement, and / or any obligation of like nature, will cause irreparable damage to CAG of India, and CAG of India shall be entitled to extraordinary relief in any court of India, including, my expulsion from Office of CAG of India with no leaving /character certificate, blacklisting from participating in any CAG of India or related activities, withholding of any pending remuneration, appropriate legal action, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond of security.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Name of Student Intern:

Signature.