Student Internship Programme Guidelines for the Centre for Data Management and Analytics (CDMA) wing, Office of the Comptroller and Auditor General of India

Introduction

The CDMA wing of the CAG of India offers internship opportunities for qualified students to gain valuable exposure to the field of data management and analytics in a government audit setting.

General

- CDMA shall engage up to 6 interns during the year 2024-25.

Eligibility

- Undergraduate, postgraduate, or research students enrolled in a recognized/reputed Institutions pursuing/completed B.Tech/B.E or similar degree in any discipline.
- Applicants should have the knowledge of at least one programming language such as Python or R.
- Applicants proficient in any data analytic tool like Tableau, Idea or any query language would be given preference.
- Students with a strong background in **statistics, computer science, mathematics, economics** and a demonstrated interest in data analysis are preferred.
- Excellent communication and interpersonal skills are essential.
- Candidates should not be more than **25 years of age**.

Selection Process

- Applications will be shortlisted based on the candidate's academic record, resume, and a brief Statement of Purpose (SOP) outlining the applicant's interest in data management and analytics, and how this internship aligns with their career goals.
- Shortlisted candidates will be called for an interview to assess their suitability for the internship. The interview may involve questions related to data analysis techniques, problem-solving skills, and soft skills.

Terms of Internship

- The internship duration will be for a period of **03-06 months** and may be extended up to one year on the basis of candidate's performance.
- The specific tasks assigned to interns will depend on the ongoing projects and the intern's skills and interests. These tasks may include:
    - Data collection, restoration, cleaning, and organization.
    - Performing data analysis using assigned software tools.
    - Assisting in the preparation of reports and presentations.
    - Conducting research on relevant data management and analytics techniques.
- Interns are expected to be highly motivated, self-directed, and possess a strong work ethic.

- Regular progress reviews will be conducted to provide feedback and guidance to the interns.

Other Terms and Conditions

- The Student Intern (SI) shall be subject to the laws of secrecy of the country and will sign a Non-Disclosure Agreement before completion of the internship
- The internship will not constitute a regular job or appointment of any nature in the office of the CAG of India or the Indian Audit and Accounts Department, nor is it in the nature of a relationship of employer and employee between the CAG of India and the Student Intern.
- 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 ground for termination of the SI without notice.

Travel, Service Incurred Death, Injury or Illness, Allowances

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

Remuneration

A stipend 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.

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 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.

Attendance and Working days Benefits of Internship

- The working hours of the SI will be from 9.00 AM to 5.30 PM
- No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted holidays.
- The SI shall not be entitled to any kind of leave.

Sexual Harassment Act

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

Termination

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

Logistics Support

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

Submission of paper

SI will have to present to the Director, CDMA a Report/Paper on the assigned subject at the end of the internship.

Place of Posting

The place of posting will be at Centre for Data Management and Analytics (CDMA), O/o Comptroller and Auditor General of India.

Application Procedure

Interested candidates should submit their application package consisting of:

- Curriculum Vitae (CV) or Resume.
- Academic records.
- Statement of Purpose (SOP) as per the specified format.

Applications can be forwarded to saocdma@cag.gov.in latest by 31st July 2024.

Advertisement Inviting Applications for Engagement of Student Intern with Job Description

1.	Wing	Centre for Data Management and Analytics
2.	Name of Post	Student Intern
3.	Number of Posts	06 (Six)
4.	Age Limit	Not more than 25 years of age as on 01.03.2024
5.	Educational Qualification	
(a)	Essential	Undergraduate, postgraduate, or research students enrolled in a recognized/reputed Institutions pursuing/completed B.Tech/B.E or similar degree in any discipline.
(b)	Desirable	- Applicants should have the knowledge of at least one programming language such as Python or R. - Applicants proficient in any data analytic tool like Tableau, Idea or any query language would be given preference. - Students with a strong background in **statistics, computer science, mathematics, economics** and a demonstrated interest in data analysis are preferred. - Excellent communication and interpersonal skills are essential.
6.	Outline of the tasks to be carried out	The specific tasks assigned to interns will depend on the ongoing projects and the intern's skills and interests. These tasks may include: - Data collection, restoration, cleaning, and organization. - Performing data analysis using assigned software tools. - Assisting in the preparation of reports and presentations. - Conducting research on relevant data management and analytics techniques.
7.	Period of engagement	03-06 months
8.	Deliverables	SI will have to present to the Director, CDMA a Report/Paper on the assigned subject at the end of the internship.
9.	Remuneration	₹ 12,000 per month
10.	Place of work	Centre for Data Management and Analytics (CDMA), O/o Comptroller and Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi-110002

Interested students may forward their application to saocdma@cag.gov.in latest by 31st July 2024.

Statement of Purpose (SOP) Format for CDMA Internship Application

Applicant Information:

- **Name:**
- **Date of Birth:**
- **Email Address:**
- **Contact Number:**
- **Institution:**
- **Program and Year of Study:**

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1. Introduction

Provide a brief introduction about yourself, including your academic background and any relevant experiences that have shaped your interest in data management and analytics.

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2. Motivation for Applying

Explain why you are interested in the internship at the Centre for Data Management and Analytics (CDMA). Highlight specific aspects of the program that attract you and align with your career goals.

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3. Relevant Skills and Experiences

Describe your proficiency in programming languages (e.g., Python, R) and data analytic tools (e.g., Tableau, Idea, query languages). Mention any relevant coursework, projects, or research experiences that have prepared you for this internship.

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4. Academic and Career Goals

Discuss your academic interests and long-term career aspirations. Explain how the internship at CDMA will help you achieve these goals and how it fits into your overall career plan.

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5. Contribution to CDMA

Highlight the skills and perspectives you will bring to the CDMA team.