

No. 13/2/2019-DGTR
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Trade Remedies

4th Floor, Jeevan Tara Building
Parliament Street, New Delhi
Dated the 1st March, 2019

CIRCULAR

Subject: Internship Scheme for PG/Research students in Directorate General of Trade Remedies (DGTR).

Directorate General of Trade Remedies (DGTR) has the mandate to undertake trade remedial investigations as well as provide support to domestic industry in trade remedial investigations against them.

2. DGTR has received requests for internship from students undertaking Post Graduation (PG) / Research. The matter has been examined in detail and it is felt that the proposed internship scheme will provide opportunity to young scholars, especially from Law / Economics stream, interested in learning about trade remedial investigations.

3. The salient features of the **Internship scheme** in DGTR are as under:

Objectives

- i. The objective of this scheme is to familiarize interested and willing PG students / Research scholars with Trade remedial investigations / Trade Defence measures.

Eligibility

- ii. Internship will be available to PG students / Research scholars.
- iii. It may be as a part of their Course curriculum (wherein duration of internship may extend to a semester) or undertaken as an additional assignment during the annual vacations.
- iv. The candidate will be required to produce a permission / forwarding letter from their Supervisor or Head of Department of the Institute.

Tenure

- v. Minimum duration of internship will be one month.

Financial Support

- vi. No financial-aid / stipend will be provided by this Directorate to the interns.



Nature of Internship

- vii. The Interns will be attached to one officer of DGTR who will act as 'mentor' to the Intern and would design a suitable schedule for the intern.
- viii. The Interns would be attached with Officers / Division /Cell as decided by the competent authority of DGTR based on recommendation of the 'mentor'.
- ix. The accessibility to confidential document will be restricted for the Interns.

Duties of Intern

- x. Interns will be required to sign a 'confidentiality' agreement.
- xi. Interns will need to be punctual and abide by the office discipline.
- xii. The interns will be required to present a brief report / paper to DGTR at the end of their assignment /internship.
- xiii. Certificates will be issued to the interns at the end of their Internship.

Method of Application / selection


- xiv. The interested PG students / Research scholars of various recognized Universities and Institutes may send their application in the prescribed application proforma available on the website of DGTR (dgtr.gov.in) along with their CV (optional) at least one month in advance from the date they intend to join.
- xv. The applications may be sent either by post /email /by-hand to reach General Administration Section of DGTR.
- xvi. Decision of DGTR regarding selection / rejection of application for internship will be final.

Number of Interns

- xvii. Number of interns to be taken will be decided by the DGTR.
- xviii. Internship in DGTR is neither a job nor any such assurance for a job in the Department / Organization / Government.
- xix. Certificates will be issued to the interns at the end of successful completion of Internship.

Termination of Internship

- xx. DGTR reserves the right to terminate internship of any intern at any point of time without assigning any reason in this regard to either the intern or his/her institution.
- xxi. DGTR may review this policy at any time and may amend any condition including its continuation.



(P. K. Verma)

Under Secretary to the Govt. of India
Tel: 2340 8716

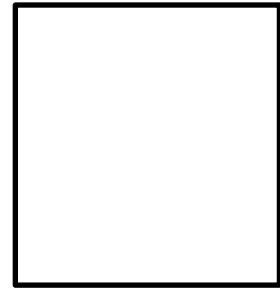
To,

- (i) Senior Technical Director, NIC, Department of Commerce, with the request to put up the scheme on the website of Department of Commerce.
- (ii) Sh. Vivek Singh, Deputy Director, DGTR with the request to upload the scheme on the website of DGTR.

**APPLICATION FORM FOR INTERNSHIP PROGRAMME OF
DIRECTORATE GENERAL OF TRADE REMEDIES**

Name & full address of the sponsoring institution:

Phone number of sponsoring institution:



Photograph of applicant

BIO-DATA

Full Name (Mrs/Ms/Mr):

Last name

First name

Middle name

Date of Birth (dd/mm/yyyy):

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Full Postal Address for Communication:

**Telephone No.
Residence**

Mobile:

E-mail:

Educational Qualifications:

Exam	University/Institute	Year of Passing	% of Marks	Subjects (Arts/Commerce/Science/Tech etc)

Subjects of Specialization/ Interest

Extra Curricular activities:

Projects Undertaken (if any)

Project Preferences: (if any) [Projects/ Assignments will be decided by DGTR as per administrative convenience]

(For Research Students only)

Brief description of the subject/purpose of the current research.

I have read and understood the internship policy of DGTR available on its website.

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 on my knowledge.

Recommendations, if any

(Signature & Seal of Authorised Official)