

F. No. 21/JS(Law)/CIC/Intern/2017

केन्द्रीय सूचना आयोग
Central Information Commission
बाबा गंगानाथ मार्ग/Baba Gangnath Marg,
मुनिरका/Munirka
नई दिल्ली/New Delhi 110067

Central Information Commission Internship Scheme, 2018

This Scheme seeks to engage Indian Nationals, who are Law students undergoing Graduate/ Post Graduate courses in recognized University/ Institution within India or abroad as "Interns". This internship is to help them in their studies and career.

2. The Scheme

2.1 Name of the Scheme: The Central Information Commission Internship Scheme.

2.2 The Scheme: To allow short term attachment of "eligible persons" with the Central Information Commission as "Interns". They shall be selected on the basis of their application and fulfillment of "eligibility " criteria. The internship will be on unpaid basis. Internship shall be available throughout the year, subject to requirement of Central Information Commission.

2.3 Objectives of the Scheme:

- a) Exposure of interns to the Commission's work.
- b) Generating inputs such as empirical analysis, briefing reports etc.

3. Eligibility:

- a) The applicant should be a citizen of India.
- b) The applicant should be a Graduate/ Post Graduate Student enrolled in recognized University/ college studying law as a discipline.
- c) **The applicant should submit No Objection Certificate(NOC) from his University /College to pursue internship with this Commission.**

4. Duration of Internship: The period of Internship shall be for a minimum **period of 1 month but shall not exceed six months.**

- 5. Logistics and Support:**
- (i) Intern will be required to have their own laptops.
 - (ii) CIC shall provide them working space, internet facility and other necessities as deemed fit.
 - (iii) Intern will mark their attendance on Biometric system.

- (iv) The intern will maintain discipline. Any violation will be viewed seriously and may result in termination of internship.
- (v) The intern will intimate the JS(Law) regarding topic allotted by Hon'ble CIC/IC or other officer with whom they are attached, within a period of 7 days from joining as intern.

6. **Expected outcomes from intern:-**

- (i) Learn the functioning of the Commission.
- (ii) Acquire basic knowledge about the RTI Act
- (iii) Submit a paper on topic allotted to him.
- (iv) Such other work as may be assigned.


7. **Procedure on completion of tenure:**

- (i) The intern shall submit the paper, with the recommendation of Hon'ble CIC/ICs or other officer with whom he is attached
- (ii) The JS(Law), CIC will issue a certificate of successful completion of internship.
- (iii) The paper submitted by the intern will be the sole property of the Commission. The intern can use the same for their academic purpose only.

8. The Hon'ble CIC/IC or other officer may issue an appreciation letter to the intern, if he so desires.

9. Applications in the enclosed Proforma may be sent by the interested candidates by post or by hand to, Joint Secretary(Law), **Central Information Commission, CIC Bhawan, 5th Floor, Baba Gangnath Marg, Munirka, New Delhi -110067.**

10. This issues with the approval of Chief Information Commissioner, CIC.


(Piyush Agrawal)
Registrar

- 1) JS(Admn)
- 2) JS(MR)
- 3) JS(Law)
- 4) Mr. Abhay Kumar Chawdhary, NIC- to upload on website of Commission
- 5) PA to Registrar, CIC

Copy to:

- 1) PPS to CIC - For information of CIC
- 2) PS to IC(YA) - For information of IC(YA)
- 3) PS to IC(SA) - For information of IC(SA)
- 4) PS to IC(SB) - For information of IC(SB)

- 5) PS to IC(BJ) - For information of IC(BJ)
- 6) PS to IC(DP) - For information of IC(DP)
- 7) PS to IC(AB) - For information of IC(AB)

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PROFORMA OF APPLICATION FOR CENTRAL INFORMATION COMMISSION SCHEME

Name :

Address for correspondence
(Mobile No) :

E-mail address :

Date of Birth :

Nationality :

Education Qualification
(Starting from 10th onward) :

Sl. No	Name of Board/ University Institute	Examination Passed	Year of Passing	Division Obtained With Percentage	Subjects

Course presently pursuing,
the University/ Institute and its duration
(No objection Certificate for undergoing
Internship programme for the period to be enclosed) :

Period for which internship applied
(1-6 Months only) :

Experience in use of Right to Information Act, if any :

Why do you want to join this Internship
In the chosen area
(In brief not exceeding 50 words) :

Undertaking:

I _____ Son/ Daughter of Shri _____
Age _____ resident of _____ hereby declare that
the information given above and in the enclosed documents is true to the best of my knowledge
and belief and nothing has been concealed therein. I am well aware of the fact that if the
information given by me is proved false/ not true, I will have to face the punishment as per the
law. Also, all the benefits availed by me shall be summarily withdrawn.

Date:

(Signature)

**N.B. Application should be filled by typing in the above Proforma only; no other format will
be accepted. Application filled by hand will not be accepted.**

F. NO. _____

Dated: __/__/__

To,

The Joint Secretary(Law)
Central Information Commission
Room No. 512, 2ND Floor,
Baba Gangnath Marg,
Munirka, New Delhi.

SUB: NO OBJECTION FOR INTERNSHIP

Sir,

This is with reference to internship opportunity for our student Mr./Ms
_____ student of _____.

2. This College/University has no objection, if Mr./ Ms. _____
undergoes internship from your esteemed organization.

Yours Sincerely

(_____)
Principal/Professor/Dean
HOD

**PERFORMANCE REPORT FOR LEGAL INTERN IN
CENTRAL INFORMATION COMMISSION**

NAME OF INTERN : _____

D.O.B : _____

D.O. J IN CIC(as intern) : _____

REGISTRY /SECTION : _____

RESEARCH TOPIC GIVEN
BY REGISTRY/SECTION : _____

KNOWLEDGE OF RTI SECTOR YES NO

SINCERITY/DEVOTION YES NO

AMENABILITY TO DISCIPLINE YES NO

REGULARITY & PUNCTUALITY IN ATTENDANCE YES NO

RELATIONSHIP WITH FELLOW intern YES NO

OVERALL ASSESSMENT DURING INTERNSHIP

Period from _____ to _____

Signature _____

(Name:) _____

(Designation _____
in the Registry)
