



Center of Excellence

National Academy of Customs, Excise & Narcotics

3rd Floor, Tower 3&4, NBCC Plaza, Sector 5, Pushp Vihar, Saket, New Delhi – 110 017

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E.No. IX-Admn/NACEN/CoE/4/06/2017

Dated: 24-04-2017

Subject: Internship programme

The objective and guidelines of the Internship Programme of the Department of Revenue for Undergraduates of five year integrated course/ Graduates pursuing Post Graduation or pursuing Research are given below:

Objective	To familiarize willing and eligible applicants about the developmental policy in tax governance, tax administration and contribute to the policy formulation by generating policy inputs.
Eligibility	Indian national pursuing Post-Graduation Research Course in Economic/ Finance/Management/Law/any other professional course are eligible to apply for internship provided: 1) Student pursuing Post-Graduate course should have obtained a 1 st Class Graduate degree; and 2) Research scholars pursuing course in Economics/Finance/Management/ Law/IT/Data Analysis should have obtained at least 50% marks in Post-Graduation
Duration	Duration of internship will be for eight weeks at different points of time during a financial year further extendable by DG, NACEN if required.
Token Remuneration	Rs 10,000/- per month per intern payable on satisfactory completion of internship and on submission of report/paper
Declaration of Secrecy	Interns will be required to furnish to the Department a declaration of Secrecy before reporting for the internship
Logistics of Support	Interns will be provided with the necessary logistics support i.e. office space and computer with internet facility
Submission of paper	The intern will be required to present to the Additional Director General (CoE), NACEN a report/paper on the allotted subject at the end of the internship. Simultaneously, the intern will also be required to give to the Additional Director General (CoE), NACEN his/her mandatory feedback on his/her experience of the programme
Certificate of Internship	Certificate will be issued to the intern on satisfactory completion of his/her internship and on submission of report/paper and on its evaluation by the Additional Director General (CoE)

How to Apply: The interested and eligible applicants are to send their applications along with CVs in the enclosed proforma to the Additional Director, CoE, NACEN, 3rd Floor, Tower 4, NBCC Plaza, Sector 5, Pushp Vihar, Saket, New Delhi-110017

Selection All applications will be scrutinized by the Selection Committee. Offers will be sent to selected interns subject to availability of the programme and approval of the Selection Committee. CoE, NACEN shall accommodate interns not exceeding four at any point of time.

Additional Director
NACEN (CoE)

APPLICATION FORM FOR INTERNSHIP PROGRAMME
NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
CENTRE OF EXCELLENCE

Passport size
 Photograph

1. Name :
2. Date of Birth :
3. Address for correspondence :
4. Contact No. :
5. Email Address :
6. Educational Qualification :

Sl. No.	Name of Board/University/Institute	Examination Passed	Year of Passing	% of Marks/CGPA	Subjects

7. Course presently pursuing and its duration :
8. Additional Qualification, if any :
9. Subjects of Specialisation :
10. Extra-curricular Activities :
11. Projects Undertaken, if any :
12. Period during which internship is required (maximum 8 weeks) :

13. Names of two References from :
the present institute or the
institute(s) last attended

14. Why do you want to join this :
programme (not exceeding 100
words)

I certify that above information furnished by me is true to the best of my knowledge and belief. I also agree that in the event of any misrepresentation and/or falsification of information, my internship shall be liable for termination without notice and without prejudice to any other administrative/legal proceedings that CoE, NACEN may deem fit to initiate.

Place:
Dated:

Signature:
Name:

Authentication of particulars furnished above by the Institute/University:

This is to certify that the information furnished by Mr./Ms/Mrs. _____
in the form of application above is correct to the best of our knowledge.

Recommendations, if any

(Signature & Seal of Authorised Official)