



कर्मचारी भविष्य निधि संगठन  
**Employees Provident Fund Organisation**

(श्रम एवं रोजगार मंत्रालय भारत सरकार)

(Ministry of Labour and Employment, Govt of India)

मुख्य कार्यालय /HEAD OFFICE

भविष्य निधि भवन, 14 भीकाएजी कामा प्लेस नई दिल्ली /

Bhavishya Nidh Bhawan, 14 Bhikaiji Cama Place, New Delhi-110066



**INVITATION FOR APPLICATION FOR INTERNSHIP WITH  
EMPLOYEES' PROVIDENT FUND ORGANISATION-2017  
Dated: 18<sup>th</sup> July, 2017**

Employees' Provident Fund Organisation invites applications for Internships from persons pursuing law [in the last two years of degree course] or Law Graduates or students pursuing Post Graduation in Law or Research Scholars in Law or pursuing post-graduation courses like MBA/MSW/MSc/MA and are enrolled in recognized University/Institution within India or abroad for engagement as 'Interns' with EPFO. The "Interns" shall have an opportunity to know about the EPFO's functioning and Departmental Policy issues in EPFO and Government of India and contribute to the Policy/Legislation formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers, etc. However the internship is neither a job nor an assurance for a job in EPFO. Desirous applicants may refer to the "Internship Scheme of Employees' Provident Fund Organisation (EPFO)" available on the EPFO website for further details of the Scheme.

**Duration:** Applications for internship are invited for a minimum period of 2 months and a maximum period of 6 months.

**Stipend:** The interns selected will be paid stipend @ Rs. 8000/- per month for the period of internship on certification from the officer with whom the intern is attached.

**How to apply:** The application must be submitted in the prescribed application form. Full details of the Internship scheme 2017 and application form are available on Employees' Provident Fund Organisation's website [www.epfo.gov.in](http://www.epfo.gov.in). To apply, applications in the format prescribed may be sent by e-mail to [rc.hrm@epfindia.gov.in](mailto:rc.hrm@epfindia.gov.in). Soft copies of mark sheets /certificates etc. in support of qualifications and other documentary proofs need not be sent with the application. The original documents would be verified at the time of selection. A permission letter from the Supervisor or Head of Department of the Institution where the applicant is enrolled is also required to be submitted in softcopy format along with the application. Application in prescribed proforma along with scanned copy of permission letter from Supervisor/Head of Department must be **submitted by 15.08.2017 (11.59 P.M.) via email only at [rc.hrm@epfindia.gov.in](mailto:rc.hrm@epfindia.gov.in).**  
**Application received after 15.08.2017 will not be entertained.**

## INTERNSHIP SCHEME OF EMPLOYEES PROVIDENT FUND ORGANIZATION (EPFO)

The Internship Scheme of EPFO shall be operated as per details given below :-

<b>Objective</b>	<ul style="list-style-type: none"> <li>• To engage persons pursuing law [in the last two years of degree course] or Law Graduates or students pursuing Post Graduation in Law or Research Scholars in Law or pursuing post-graduation courses like MBA/MSW/MSc/MA and are enrolled in recognized University/Institution within India or abroad as ‘Interns’ with EPFO that shall be mutually beneficial for the individual as well as for EPFO.</li> <li>• The “Interns” shall have an opportunity to know about the EPFO functioning and Department Policy issues in EPFO and Government of India and contribute to the Policy/Legislation formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers, etc.</li> <li>• However the internship is neither a job nor any such assurance for a job in the EPFO.</li> </ul>
<b>Eligibility</b>	The applicant should be pursuing law [in the last two year of degree course] or Law Graduates or students pursuing Post Graduation in Law or Research Scholars in Law or pursuing post-graduation course like MBA/MSW/ MSc/MA/M.Com/MCA and are enrolled in recognized University/Institution within India or abroad.
<b>Duration</b>	Duration of internship will be <u>from two to six months</u> at different points of time in the year.
<b>Stipend</b>	The interns will be paid stipend @ Rs. 8000/- per month for the period of internship on certification from the officer with whom the intern is attached.
<b>Declaration of Secrecy</b>	Interns will be required to furnish to EPFO a declaration of secrecy before reporting for the internship.
<b>Logistic support</b>	EPFO shall provide them working space and computer with internet facility and other necessities as deemed fit by the concerned Divisional Head of the Division/Department/Wing to which the interns are attached.
<b>Engagement &amp; Placement</b>	Engagement of Interns (total 10 maximum) will be carried out with the approval of Central Provident Fund Commissioner. After their engagement, the interns will be attached to an officer in a Division./Department/Wing as decided by the Central Provident fund Commissioner, keeping in view their suitability as well as requirement in concerned Wing/Division.
<b>Submission of Paper</b>	The interns will be required to present to the Head of the Division a Report / Paper on the allotted subject at the end of the internship.
<b>Certificate of Internship</b>	Certificate will be issued to the interns on satisfactory completion of the internship and on submission of their Report/Paper and its evaluation by the concerned Head of the Division.
<b>How to apply</b>	<p>Application will be invited twice in the month of January and in the month of July. Interested and eligible candidates may apply via <u><b>e-mail i.e. rc.hrm@epfindia.gov.in</b></u>. The intern must also clearly indicate the area of interest.</p> <p>At the time of joining in selection, applicant shall be required to produce a letter from their Supervisor/Head of Department /Principal, indicating their status in the institution and a “No Objection” for allowing their student to undergo Internship program for the period for which he or she is selected.</p>

<i>Educational qualification / Parameters for grading</i>	Educational qualification	Weightage assigned
	1. Research Scholar / Studying in MBA/MSW/MSc/MA/M.Com/LLB/MCA	50
	2. Studying in 2 <sup>nd</sup> year of LLB (3 year course) or 4 <sup>th</sup> year of LLB (5 year Course)	40
	3. <ul style="list-style-type: none"> <li>• Graduation completed + LLB(1<sup>st</sup> year)</li> <li>• LLB 5 year Course (3<sup>rd</sup> year)</li> </ul>	30
	4. Weightage assigned for the Marks obtained in Last year / 2 Semesters	>80% or corresponding Grade-50 70-80% or corresponding Grade-40 <70% or corresponding Grade-30

## PROFORMA FOR APPLICATION

1. Name :

2. Nationality :

3. Address for correspondence :

4. Contact No. :

5. E-mail address :

6. Date of Birth :

7. Educational Qualification (Starting from Matriculation onwards) :

Sl. No.	Name of Board/ University/ Institute	Degree/ Examination Passed	Period	% or CGPA	Subjects

8. Course presently pursuing, the University/Institute and its duration :

Latest  
passport size  
photo to be  
affixed.

9. **Marks obtained in last two semesters in the course being presently pursued:**

<b>Semester No.:</b>						
<b>S. No.</b>	<b>Subject</b>	<b>Date of Examination</b>	<b>Total Marks</b>	<b>Marks obtained</b>	<b>Percentage</b>	<b>Remarks</b>

10. **Period for which internship is required (Minimum 2 months and Maximum 6 months):**

11. **Names of two References from the present Institute or the Institute(s) last attended :**

12. **Extracurricular activities/interests:**

13. **Details of Assignments/Projects undertaken, if any:**

14. Explain in brief why you want to join this internship bringing out the area of interest in which it is proposed to work (in brief not exceeding 300 words) :  
(Separate sheet may be attached)

I certify that the above information furnished by me is true to the best of my knowledge and belief.

Place:

---

(Signature)

Date:

---

(Name)

**Letter of Recommendation from Head of Department/Principal/Supervisor of the applicant**

**[On official Letter Head]**

To

The Central Provident Fund Commissioner  
Employees' Provident Fund Organisation  
Head Office  
14, Bhikaji Cama Place  
New Delhi-110066.

**Subject: Letter of Recommendation in respect of Shri/Ms. \_\_\_\_\_ for  
Internship in EPFO – regarding.**

*[Note: The letter of recommendation should indicate particulars of the applicant viz. the course being pursued, Enrollment/Roll No., Batch/Year of the Course, duration of internship required, etc. The letter should also briefly indicate the personal characteristics, bearing and suitability for pursuing the internship in EPFO]*

**(Signature & Name of Head of Department/  
Principal/Supervisor with seal)**

Date:

**NO OBJECTION CERTIFICATE**

**[On official Letter Head]**

This is to certify that Shri / Ms./Smt. \_\_\_\_\_  
is studying in our institution in the Course \_\_\_\_\_ for the Session  
\_\_\_\_\_ till \_\_\_\_\_. We have no objection to allow / relieve him /her to join  
internship in Employees' Provident Fund Organisation for period of \_\_\_\_\_ months. It is  
further certified that he/she will be allowed to use facilities for research work at our  
Organization/Institution during this period.

**(Signature & Name of Head of Department/  
Principal/Supervisor with seal)**

Date:



## **Check List**

### **I) The application for internship at Headquarters must include the following:**

1. Duly filled in Application Form.
2. Letter of Recommendation from the Head of Institution on the official stationery where the applicant studying.
3. No objection certificate from University/Institution in case the internship is to be pursued in parallel with an ongoing course.

### **II) Documents required at the time of Selection:**

1. Copy of documentary proofs of identity which should include copy of passport, Aadhar Card, Voter Card, etc. and passport, OCI Card and National Identity Card in case of OCI card holders.
2. Curriculum Vitae.
3. Self-attested certificates/mark sheet/transcripts for all the accomplishments mentioned with regard to particulars mentioned in Application Form (i.e. educational qualifications, current courses being pursued and projects) along with originals.