

**DELHI DEVELOPMENT AUTHORITY**  
**[FINANCE AND EXPENDITURE]**

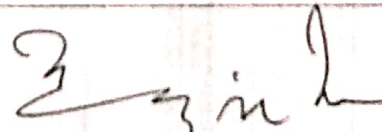
No. FE.5(04)/2018/DDA/241

Dated: 09/05/2018

**F&E Circular No. 08/2018**

Vice-Chairman, DDA has been pleased to approve the Internship Programme/Scheme for Finance Wing in DDA with the following details:-

<b>Objective</b>	<ul style="list-style-type: none"><li>To familiarize the selected candidates with the overall functioning of Finance of DDA.</li><li>The Internship is neither a job nor any such assurance thereof in the DDA.</li></ul>
<b>Eligibility</b>	<ul style="list-style-type: none"><li>Candidates with Graduation degree in first class and pursuing Masters in Finance from Institutions of National and International repute are eligible to apply for the Internship.</li></ul>
<b>Duration</b>	<ul style="list-style-type: none"><li>Duration of the Internship is upto two months w.e.f. 1<sup>st</sup> June to 31<sup>st</sup> July of Calendar Year. The Applications will be received upto 10<sup>th</sup> May.</li></ul>
<b>Declaration of Secrecy</b>	<ul style="list-style-type: none"><li>Interns are required to furnish to the Department a declaration of secrecy before reporting for the internship</li></ul>
<b>Logistics Support</b>	<ul style="list-style-type: none"><li>No Laptop/Desktop etc. will be provided.</li></ul>
<b>Placement</b>	<ul style="list-style-type: none"><li>The interns would be exclusively attached with one of the Director/Dy. CAO/Sr. AO level officer in the Department.</li></ul>
<b>Submission of Paper</b>	<ul style="list-style-type: none"><li>The interns will have to present to the Head of Department a Report/ Paper on the allotted subject at the end of the internship. Simultaneously, they are required to be given to the concerned HoD their mandatory feedback on their experience of the Programme.</li></ul>
<b>Certificate of Internship</b>	<ul style="list-style-type: none"><li>Certificates will be issued to the interns on satisfactory completion of their internship and on submission of their Report/Paper</li></ul>
<b>How to apply</b>	<ul style="list-style-type: none"><li>Interested and eligible students may apply through Training Co-ordinator or HoD of the Institution.</li></ul>
<b>Selection</b>	<ul style="list-style-type: none"><li>All the applications received will be considered by the Selection Committee comprising of Commissioner (Personnel) and Chief Accounts Officer. The actual offer of Internship may be sent to the selected 10 candidates.</li></ul>

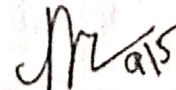


[Mr. Yunjay Jha]

Chief Accounts Officer

Copy to:-

1. PS to VC for kind information of the latter;
2. PS to FM for kind information of the latter;
3. PS to CAO for kind information of the latter;
4. Commissioner (Pers.), DDA.
5. Commissioner (Systems), DDA



Sr. Accounts Officer (F&E)