



Defence Production IT division,
602B, Konnectus Towers-II, Bhavbhuti Marg,
DMRC building, New delhi -110002



Defence Production IT Division,
Department of Defence Production,
Ministry Of Defence,
Govt Of India

सूचना /NOTICE

Subject: - DPIT Internship Scheme - 2024-25-Reg.

Defence Production IT Division (DPIT) is responsible for implementing IT initiatives of Department of Defence Production, Ministry of Defence. DPIT is inviting applications from eligible candidates for 05 intern positions in the domains of Web application development, UI/UX /Graphic design, and Website/Mobile app testing .

2. Interested and eligible students need to apply as per the proforma given at **Appendix-A** against open advertisement/ notification in DDP website (www.ddpmod.gov.in) issued by DPIT. The application should accompany a 'Statement of Purpose' for undergoing internship. The applicants will be required to submit a self-declaration for conversion formula of CGPA into percentage with attestation from the relevant educational institution. The complete application with all annexures attached should reach DPIT through registered post at the following address:

The CEO,

Defence Production IT Division,

602B, Konnectus Towers-II, Bhavbhuti Marg,

DMRC Building, New Delhi-110002

with subject line as "Application for DPIT Internship 2024-25" on or before the last date of application given in this notification or through email at **helpdesk-dpit@ddpmod.gov.in**. Details regarding eligibility criteria, mode of applying, selection procedure etc. are available in the DPIT Internship Scheme document enclosed.

3. Key Dates for the DPIT Internship Scheme 2024-25 are as below:

S. no	Event	Date
1	Date of notification on DDP's website and indicative advertisement	01 June 2024
2	Last date of applying for internship	20 June 2024
3	Completion of preliminary scrutiny of applications and publication of shortlist for IT Skill test on DDP website	30 June 2024
4	Dates of IT Skill test	4th and 5th July 2024
5	Publication of list of finally selected candidates	8th July 2024
6	Confirmation by selected candidates through email	Upto 10th July 2024
7	Commencement of internship at DPIT	16th July 2024

DPIT Internship Scheme

1. PURPOSE:

An internship is an opportunity for a student to secure first hand and practical work experience under the guidance of a qualified and experienced mentor. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. For the larger benefit of the student community and with a view to enrich the management/implementation of DPIT's Operations, DPIT has framed these "Internship Guidelines", to provide a framework for engagement of Interns for a limited period.

2. ELIGIBILITY:

Indian students from recognized universities in India in the final year or who have just completed or appeared in the final examination of B.E/ B.Tech or MCA in relevant streams and have secured an average of at least 60% marks or equivalent CGPA in all the years/ semesters of B.E/ B.Tech or MCA (as the case may be) till the date of application shall be eligible for internship in the following areas:

Web Application Development, UI/UX/Graphic design , Website/Mobile App Testing,

Note: -

Possessing minimum qualifications as above shall not guarantee internship in DPIT.

3. DURATION/NO./AREA OF INTERNSHIP:

- i. The duration of internship will be for a period of six months. The areas of Internship are as follows:

Areas for Internship	Slots per year
Web Application Development	03
UI/UX/Graphic design	01
Website/ Mobile App Testing	01
Total Interns:	05

- ii. The list of projects is placed at Annexure-C.
- iii. The above slots domain wise are tentative and may be increased or decreased as per the exigencies/requirements of DPIT. However, the overall no. of intern positions shall not exceed 05 (Five).

4. PLACE OF INTERNSHIP:

The internship will be offered at DPIT, New Delhi. The interns will be working with the Mentors in DPIT.

5. SELECTION:

- i. Applications received shall be examined by a Committee to be constituted with the approval of CEO, DPIT with reference to criteria laid down in the scheme.
- ii. The selection process will consist of two stages viz. Preliminary Screening and Skill Test on IT. Preliminary Screening will be based on the average marks/ grade secured in BE/ B.Tech/ MCA for which results are awarded on or before the date of notification.
- iii. Depending on the number of applications received against a particular domain/area, DPIT reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.
- iv. In case of tie, the following order of preference will be considered
 - (a) Marks/Grade scored in the last two semesters for which marks/grade are awarded on or before the date of notification.
 - (b) Age (higher age will get preference)
 - (c) Name in alphabetical order
- v. Short-listed candidates in order of merit shall be selected with the approval of CEO/DPIT.

6. PLACEMENT:

- i. Every batch of Interns or individual Interns, as the case may be, will have a Project Mentor from DPIT.
- ii. The internship is neither an employment nor an assurance of an employment with DPIT.

7. LOGISTIC SUPPORT:

The Intern has to make his/her own accommodation/transport arrangement during the internship. DPIT will provide them working space, internet facility and other necessities as deemed fit.

8. a) CODE OF CONDUCT:

- i. The Intern shall follow the rules and regulations, which are in general applicable in DPIT.
- ii. The Intern shall not claim any intellectual property right of work done at DPIT and has to strictly maintain the confidentiality of DPIT's intellectual property. Any violation/infringement will be viewed adversely and may invite appropriate action.

- iii. The interns shall have no claim whatsoever on the results of the project work. DPIT will retain all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.
- iv. Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of DPIT.
- v. Interns will conduct themselves professionally in their relationship with DPIT.
- vi. Interns are required to follow the office timings of DPIT and present at DPIT premises during office hours.

b) CONFIDENTIALITY:

- i. The interns shall be required to maintain confidentiality of all the documents/reports and or any information received by him/her during his/her internship period.
- ii. The interns shall not reveal to any person or organization any information relating to DPIT, its work and policies.
- iii. No Intern shall interact with or represent or comment about DPIT to the media (print and electronic) including social media and personal Facebook/twitter/Instagram handles.
- iv. The interns shall sign a confidentiality agreement (**Appendix-B**) to maintain confidentiality and follow the code of conduct prior to the commencement of the Internship.

9. UNSATISFACTORY PERFORMANCE:

In the event of unsatisfactory performance, the concerned Intern may be advised by DPIT to discontinue the internship, before completion of the term of internship.

10. SUBMISSION OF PROJECT/ASSIGNMENT REPORT:

- i. Work plans and work schedules shall be developed by Project Mentor and the Interns shall invariably adhere to the same.
- ii. The Interns will be required to submit a Project/Assignment Report on the work undertaken at the end of the internship to DPIT.
- iii. The Interns must furnish a “**No-Demand Certificate**” to DPIT in the prescribed format after completion of project work along with a soft copy and hard copy of the Project/Assignment Report.
- iv. The certificate in the Project/Assignment Report, the cover page and all certificates in the Project/Assignment Report should categorically reflect that the project work was executed at DPIT.

- v. Any work done for DPIT by the intern during the period of Internship will be the sole property of DPIT and it reserves the right to use any such work for its own purpose.

11. TOKEN REMUNERATION:

A token remuneration of Rs. 15,000/- (Rupees fifteen thousand only) per month will be paid to an Intern, subject to satisfactory performance, duly certified by the Project Mentor. The above amount is subject to maximum one leave in a month. Pro rata remuneration will be given if more leaves are taken. The remuneration to the interns will be paid electronically i.e through NEFT (National Electronic Fund Transfer)/ RTGS (Real Time Gross Settlement).

12. CERTIFICATE OF INTERNSHIP:

Certificates will be awarded to the Interns upon satisfactory completion of internship and on submission of Project/Assignment Report with regular attendance, Work plans and work schedules and its evaluation by the Project Mentor and accepted by CEO, DPIT.

13. TERMINATION:

- i. DPIT may disengage from the Intern if it is of the view that the services of the Intern are no more required.
- ii. In general, DPIT may terminate the services of the Intern at any time without assigning any reasons and with immediate effect. In general, if the Intern decides to disengage from DPIT, she/he should provide 2 weeks' prior notice. Notice period may be waived off by the project mentor depending on the role of the Intern. No certificate and token remuneration from the date of disengagement will be given in case the intern is to leave the internship by her/his decision or DPIT decision.
- iii. Upon termination, the Intern must hand over any papers, equipment or other assets which might have been given to the Intern in course of her/his work with DPIT. This will include any badges or ID cards which may have been issued to the intern.
- iv. If it comes to the notice that the intern whose services have been terminated by DPIT continues to act in a manner which gives an impression that she/he is still working for DPIT, DPIT shall be free to take appropriate legal action against such person.

PROFORMA OF APPLICATION FOR DPIT INTERNSHIP SCHEME

1. Name of the applicant for internship :

2. Address for correspondence :
(With contact no.)

3. E-mail address :

4. Date of Birth :

5. Educational Qualification :
(Starting from 12th onwards)

Sl. No.	Name of the Board/ University/Institute	Examination Passed	Year of Passing	Division with Percentage/ CGPA (Semester/Year wise)	Max. Percentage/ CGPA	Subjects

6. Area of expertise :

7. Internship applied :

8. Areas of interest in which internship is required (Indicating options for the area and project);

9. Statement of purpose for undergoing Internship in the chosen area :
(In brief, not exceeding 100 words)

Annexures:

- I. Self-Certified Marksheet/certificate from 10th onwards
- II. Self-declaration for conversion formula of CGPA into percentage with attestation from relevant educational institution

Undertaking:

I _____ Son/Daughter of _____
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)

Place.....

Full Name

Confidentiality Agreement for Interns

I.....Son/daughter ofR/O.....who is undergoing internship in DPIT for the period from.....to.....understand that “Confidential Information” means any information of a secret or confidential nature relating to the internship workplace, which may include methods, documents, data, drawings, manuals, notebooks, reports, processes, software, information systems, contracts, proposals, training materials etc.

I agree to the following: -

I have read and understood the above definition of “Confidential Information”. I agree that I will not, at any time, both during and after completion of internship, communicate or disclose confidential information to any person, corporation or entity unless required by applicable law or legal process.

I also agree to follow the code of conduct for interns in DPIT.

Date.....

(Signature)

Place.....

Full Name

List of Projects for Interns

Web Application Development:

1. Study of indigenization Portal for the implementation of Meta Data Standard in the portal

UI/UX / Graphic Design:

1. Design and Development of ChatBot
2. Basic HTML Generic template to fast track development of Portals

Website/Mobile app testing:

1. Unit and Integration Testing for RM Awards
2. Study of Software Development Cycle in DPIT and providing suggestion for the improvement.