

INTERNSHIP GUIDELINES-2015

Goods And Services Tax Network

1. Purpose:

Several academic institutions and young scholars have expressed a desire to contribute to GSTN.

GSTN is of the view that an Internship programme will ensure interaction of Goods And Services Tax Network with young Indian scholars with brilliant academic background from reputed academic Institutions in the country and abroad. Interactions with young scholars will provide fresh new ideas and research support from the field of Academics. At the same time, it will provide an opportunity to young scholars to contribute to a project of national importance.

2. DEFINITIONS:

Unless the context requires otherwise, following words shall have the meaning attributed to them in these guidelines :-

- (a) "Sponsoring Institution" means the Academic Institution, in which the applicant is currently studying or recently passed out.
- (b) "Applicant on Internship" is a person, who wants to work for mutual benefit with GSTN, on a full-time basis with the sole purpose of enriching his knowledge in the area of expertise.
- (c) "Area of Expertise" means the subject or area in which the applicant possesses expertise and wants to enrich it further.

3. ELIGIBILITY

Indian students from recognized universities in India or abroad having secured at least 60% marks in 10th & 12th/ last held degree or certificate examination.

The qualification may be relaxed in deserving cases based on the need of GSTN on the recommendations of CEO.

Possessing minimum qualifications as above shall not guarantee Internship in Goods And Services Tax Network. Candidates having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

4. DURATION OF INTERNSHIP

- (i) The minimum duration of internship shall be of two months, extendable up to six months in case of engineering & MBA students, in case of CA 12 months, CS post qualification 12 months & during the period of CS programme upto 15 months.

- (ii) Extension beyond above limits shall be permitted only in exceptional cases on the recommendation of Vertical Head & CEO.

5. HOW TO APPLY :

(i) Interested and eligible students must send their applications, along with their CVs, areas of work interest and two references to GSTN HR in the prescribed application form. These applications need to be sponsored by the Institution that the intern is enrolled in. From time to time, GSTN with approval of CEO and Chairman may also put out notice on its website inviting intern applications.

6. SELECTION:

- (i) After the preliminary scrutiny regarding eligibility & fitment by HR Team, the applications of shortlisted candidates will be forwarded to the head where trainees will be placed for internship.
- (ii) The candidate will be interviewed by a committee consisting of HR & department head or vertical head. The recommended cases after interview would be sent to CEO for final approval.
- (iii) In case any relaxation is required the same shall be placed before Chairman/CEO for approval.

7. CODE OF CONDUCT :

The Intern appointed by the GSTN shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- (i) The Intern shall follow the rules and regulations of the GSTN that are in general applicable to employees of the GSTN.
- (ii) The Intern shall follow the confidentiality protocol of the GSTN and shall not reveal to any person or organization confidential information of GSTN, its work and its policies.
- (iii) Interns may, with the prior permission of the GSTN, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to the GSTN cannot be revealed under any circumstances.
- (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 the GSTN.
- (vii) No Intern shall interact with or represent the GSTN before the media (print and electronic).

(viii) Interns will conduct themselves professionally in their relationship with the GSTN and the public in general.

8. PLACEMENT :

- (i) The interns would be attached with one of the officers of SVP/VP Level.
- (ii) The internship is neither a job nor an assurance of a job with GSTN

9. SUBMISSION OF PAPER :

- (i) Work plans and work schedules shall be developed by supervisor and the Interns shall invariably adhere to the same.
- (ii) The interns will be required to submit a Report/Paper on the work undertaken at the end of the internship to the respective Unit/Vertical Head which shall be countersigned by the concerned Unit/Vertical Head as acceptance of successful completion of Internship.

10. TOKEN REMUNERATION :

- (i) A stipend to be decided by the company will be paid to interns.
- (ii) The stipend shall be paid on monthly basis.

11. CERTIFICATE OF INTERNSHIP :

Certificates will be issued by HR to the interns on the completion of Internship and submission of Report duly countersigned and accepted by the competent authority.

12. TERMINATION :

- (i) GSTN may disengage as intern if the GSTN is of the view that the services of the Intern are no more required.
- (ii) In general GSTN may terminate the services of the Intern at any time without assigning any reason and with immediate effect.
- (iii) In general, if the Intern decides to disengage from GSTN he should provide 2 weeks prior notice. However, GSTN may in certain cases, prescribe a notice period of up to one month. Notice period may be waived by the supervisor with the approval of the CEO depending on the role of the Intern.
- (iv) Upon termination, the Intern must hand over any papers, equipment's or other assets which might have been given to the Intern by GSTN in course of his work. This will include any badges or ID Cards which may have been issued to the Intern.
- (v) If it comes to the notice that an intern whose services have been terminated by GSTN, continues to act in a manner which gives an impression that he is still working for GSTN, GSTN shall be free to take appropriate legal action against such person.