

NMDFC Internship Scheme

1. BACKGROUND OF NMDFC

The National Minorities Development and Finance Corporation (NMDFC) was incorporated on 30th of September, 1994 as a **not for profit** company under section 25 of the Companies Act 1956, now under Section 8 of Companies Act 2013. The Prime mandate of NMDFC is to provide concessional finance to the **backward sections** amongst the notified minorities for self employment and income generation activities. As per the National Commission for Minorities Act 1992, the notified minorities are Muslims, Christians, Sikhs, Buddhists, Jains and Parsis. Women & artisans are given preference.

2. INTRODUCTION OF INTERNSHIP SCHEME: AN OVERVIEW

NMDFC announces a Scheme of "**Internship**". This Scheme seeks to engage students in Graduate/ Post Graduate Degrees courses in different disciplines of recognized Universities/ Institutions within India. The "**interns**" shall gain exposure to various Departments in NMDFC and would be expected to contribute to the Company. The "**Interns**" will benefit by getting exposure to the functioning of the company which may further help in furthering their career objectives. A list of domains/areas for which Internship is invited are as below:

S. No.	Area of internship	Qualifying discipline
1.	Finance	UG/PG in Finance/MBA
2.	IT, Data Management	UG/PG in IT, ICT, Computer Science
3.	Legal and Recovery	UG/PG in Law
4.	Public Health, Education, Nutrition(CSR)	MPH, PG in Nutrition, Education
5.	Media and publicity	UG/PG in journalism/Mass communication

3. SCOPE OF SCHEME

The internship will be on unpaid basis. Internship shall be available throughout the year based on the requirements of NMDFC with an initial engagement for three months period which can be extended for a period of another three months.

4. ELIGIBILITY CRITERIA

Bonafide students of any recognized University/ Institution within India fulfilling following conditions are eligible to apply in respective areas for the internship:

- (i) The students enrolled in above listed disciplines as given in para 2 above, who have secured not less than 70% or equivalent marks in last examination and also secured not less than 85% marks in Class-XII.
- (ii) The students who have appeared in the final exam or just completed Graduation/Post Graduation or equivalent (awaiting results) and waiting admission for higher studies may also be considered for internship provided that:

- (a) The desirous candidates must have secured 70% or more cumulative marks in all the years/ semesters of their graduation/ post-graduation or equivalent till the date of application and also secured not less than 85% marks in Class-XII.
- (b) The period between the month of declaration of result of final exam and the desired month of internship should not exceed six months e.g. if the result is declared in the month of June then he/she can apply for the internship beginning till the month of December of the same year.

5. EXPERIENCE CERTIFICATE

- (i) The period of Internship shall be at least three months but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.
- (ii) A certificate regarding successful completion of Internship shall be issued by the concerned Head of the Department, NMDFC as per the enclosed format at *Annexure-A*.

6. LOGISTICS SUPPLIES & SUPPORT

Interns will ordinarily be required to attend the registered office of the Corporation (NMDFC) in person at NMDFC, First Floor, Core-1, SCOPE Minar, Lama Nagar, Delhi-110092. Interns will work on their own laptops, tabs or computers, NMDFC shall provide them working space, internet facility and other consumables as deemed fit by the Management from time to time.

7. HOW TO APPLY

- (i) Interested applicants may apply by sending their resumes along with "**No Objection Certificate (NOC)**" issued by the Head of Institution in the format as per *Annexure-B* at the email Id of the Corporation (NMDFC) i.e. nmdfc.hrm.admn@gmail.com. Applications are invited in year round basis and will be considered on a rolling basis.
- (ii) Applicants must also clearly indicate their areas of interest as mentioned above.
- (iii) A candidate can apply for internship only once.
- (iv) The applications of candidate who do not fulfill the eligibility conditions shall be rejected.
- (v) The selected applicant has to produce original documents and **NOC** from their college/institution at the time of joining, failing which his/her candidature shall be cancelled.

8. SELECTION PROCEDURE & ASSIGNMENT OF TASKS

- (i) All the applications received only through email will be scrutinized by the Screening-cum-Selection Committee of NMDFC and the candidates will be selected based on their qualification and marks obtained. The decision of the Committee regarding the suitability of a candidate as intern shall be final and binding.



- (ii) The Heads of Department can take a maximum of 3 (three) interns for Internship at a time.
- (iii) Depending upon the number of applications received against a particular domain/area, NMDFC 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) The Interns shall be required to submit a brief report/paper at the end of their assignment to the Head of the concerned Department about their learning experience.
- (v) Seminars/ Meetings/ presentation can be conducted by the concerned Head of Departments for enhancing the knowledge of their interns.
- (vi) The candidate should have a minimum of 75% attendance in NMDFC by marking "In and Out time" on a daily basis. In case of less than 75% attendance, no extension of internship period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of Department.

9. Disclaimer

- (i) NMDFC reserves the right to review the scheme at any time, shortlist the candidates out of available list. No candidate can claim about their eligibility of internship and the decision of the Screening-cum-Selection Committee in this regard shall be final.
- (ii) CMD, NMDFC will have the power to relax any of the conditions mentioned in the eligibility criteria.

This issues with the approval of Chairman cum Managing Director, NMDFC.


Chief Manager (HR&Admn.)
NMDFC

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE
(To be given on Letter Head)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Mr./Ms.> a student of <University/Institution> has successfully completed <his/ her> Internship with NMDFC from _____ to _____. During the period of Internship he/she worked under in the following areas.

- (i) -----
- (ii) -----

2. He/ She has prepared a report on the topic _____. He/ She has shown special flair for and <his/her> performance in preparation of the report has been rated as _____.

3. During the period of <his/her> internship programme <he/she> was punctual and hardworking.

4. I wish <him/her> every success in <his/her> life and career.

**Signature of the HOD,
NMDFC**

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION
(To be given on Letter Head)/To be signed by HOD/Principal)

Dated: _____

Subject:-No Objection Certificate (NOC) for NMDFC Internship Programme.

It is certified that <Mr./Ms.> is a bonafide student of <College ID No.> of <Semester/Year> of <name of the programme> of this <Institution/College>.

The <Institution/College> has no objection for doing the Internship programme at NMDFC for the period from _____ to _____. It is also certified that <he/ she> is not registered for any course requiring <his/her> attendance in the class during the said period.

The conduct of the student as recorded by the <college/institution> has been found good/satisfactory.

(Signature and Seal)
HOD/ Principal

Instructions to fill the Application Form

- 1) Prepare your Resume mentioning name along with qualifications, studies completed or appearing.
- 2) Father's Name: Enter your father's full name (as in Class 10th/High School Certificate).
- 3) Address: Enter your present address for correspondence with 6 digit PIN Code.
- 4) Mobile Number: Enter your 10 digit mobile number correctly (without pre-fixing zero).
- 5) E-mail ID: Enter your correct and valid e-mail ID.
- 6) Date of Birth: Enter your date of birth in DD/MM/YYYY format only (as in Class 10th/High School Certificate) e.g. If your date of birth is 13th August, 1993, fill as 13/08/1993.
- 7) **Educational Qualifications for**
 - (i) **12th Class/Senior Secondary**
Discipline may include Science/Commerce/Arts etc. and further specification etc.
 - (ii) **Under Pursuing or Appeared/ Completed Graduation/ Post Graduate/ Higher Studies**
Mention the discipline against the course selected.
- 8) In case the course is not mentioned amongst the list of courses, choose "Others" and enter Discipline against it.
- 9) Enter marks in percentage. It may be noted that the student is required to enter the average percentage scored till date. CGPA/Grade shall be converted into equivalent percentage.
- 10) Applications may mention multiple areas of interest.

Note:

- i. Candidates are eligible to apply for the internship only if they fulfill the eligibility criteria mentioned in the guidelines.
- ii. Internship application will be accepted, if send through email only. **No other** mode of application will be accepted.
- iii. Candidates are advised to check the details before submission. No correspondence regarding change of details, enquiry about selection etc. shall be entertained.
