

*(Please read internship programme information before filling the form)

Internship Application Form

Attach in this place a
recent passport size
photograph.

1. Full Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Correspondence Address: _____

5. Permanent Address: _____

6. Email address: _____

7. Contact number: _____

(Please mention contact no. of the person to be contacted in case of emergency)

8. Nationality: _____

9. Gender: Male ___ Female ___

10. EDUCATION DETAILS:

University or college or equivalent

11. What are your preferred areas of work? *(Please refer CIRC website: www.circ.in)*

12. What are your objectives in undertaking an internship with CIRC? How does it fit within your career plan?

13. Period of internship: From: _____ to: _____

Declaration:

(I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.)

Name: _____ Signature: _____

Date: _____ Place: _____

INTERNSHIP PROGRAMME INFORMATION

- Internship charges are Rs.5, 000/-(Rs. Five Thousand Only) which is to be paid along with application form via cheque in the name of CUTS Institute for Regulation & Competition, Delhi. Fees will be returned if not selected.
- Letter from university will be required.
- The internship period will be usually of one to three months depending upon availability of infrastructure at CIRC.
- Intern would be responsible for all related costs, including accommodation, daily expense, and travel during the internship.
- CIRC will not provide any financial support during the internship.
- Maintain the decorum of the office environment. Punctuality and discipline should be maintained. Inform absence well in advance. Keep your mobile phones on a silent mode when in office and limit personal calls to a minimum. In case of indiscipline, CIRC reserves the right to terminate internship programme of the intern and forfeit the internship charges mentioned above.
- Submit an Internship Report on completion of internship.

Discipline

Termination of his/her internship without notice on one and/or more than one of the following grounds:

- a. Breach of any Code of Conduct or any law applicable to *CIRC* or any rules made thereunder.
- b. No intern shall cull and collect any official information and communicate directly or indirectly any official document or part thereof or information to any person except with the express written permission from the Society.
- c. Wilful insubordination or disobedience of any lawful/reasonable order of a superior.
- d. Theft, fraud or dishonesty in connection with the activities of the Society or property or the theft of property of another person or visitor at *CIRC* offices.
- e. Not following office timings and non-submission of required reports.