Digital India Internship Scheme for Students

at

National Informatics Centre

User Manual for Students
(ver 1.0)

April, 2023

NIC

A Block, CGO Complex, Lodhi Road
New Delhi - 110003

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Intended Audience: This document is intended for students to guide them to apply for Digital India Internship Programme for NIC
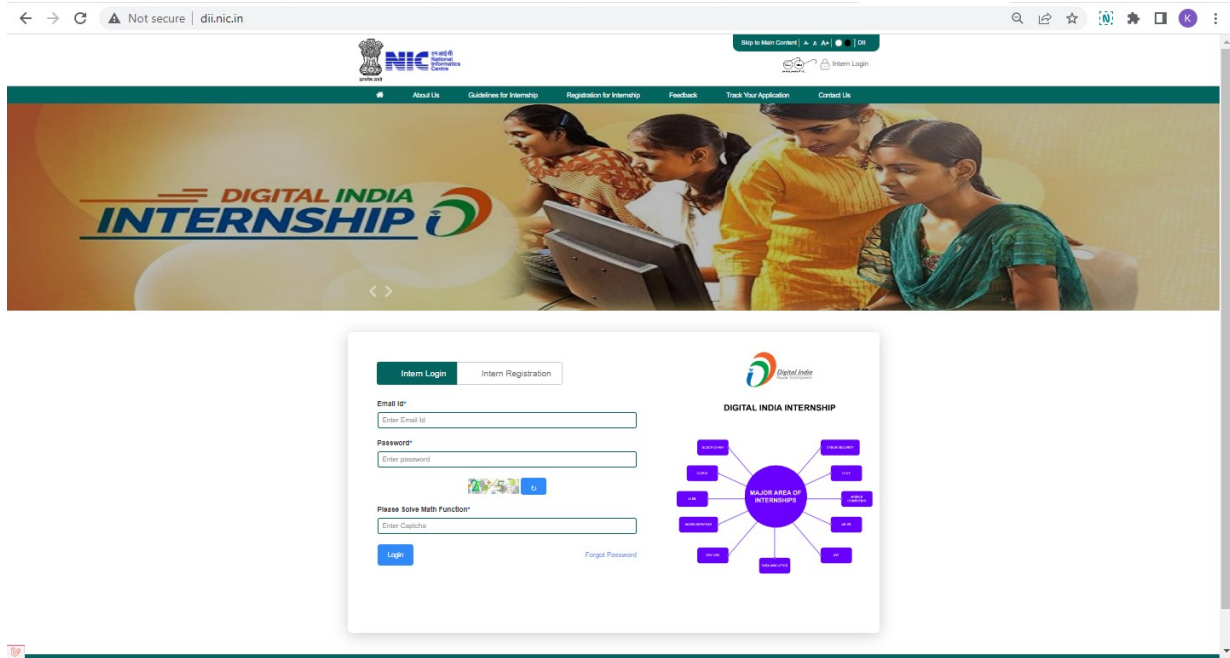
Contents

1. Home Page

Go to following url: http://dii.nic.in.

2. Student Guidelines

Kindly Read carefully the Guidelines for Internship by clicking the Menu link from the Home Page

3. Create New User Account:Intern Registration

Interns have to Register themselves first and fill up the Registration Form as shown below:
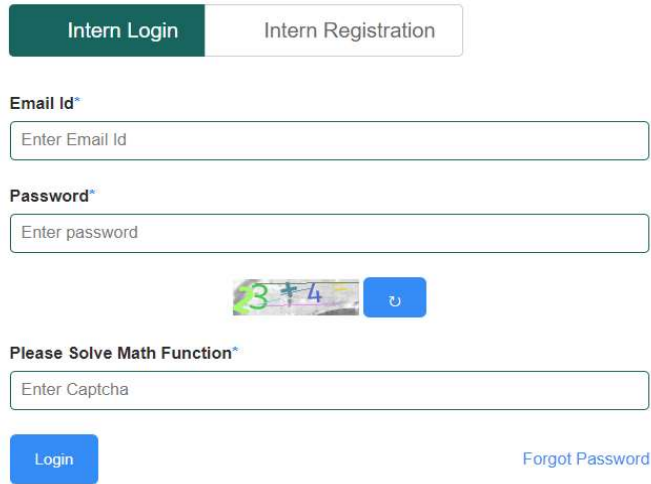

Intern needs to enter Name, Mobile No., email Id. The OTP would be sent on the email Id as entered by the Intern. Once all details are entered, the Intern can create his password.
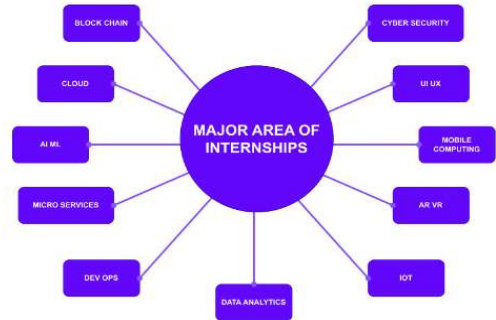
The Login Details would be: Login Id: email Id

Password : As set

4. Intern Login: (for Registered Users)

Registered users can login to their account by clicking option **Login** on Home page. Enter details of login, password and captcha to get access to the DII Portal.
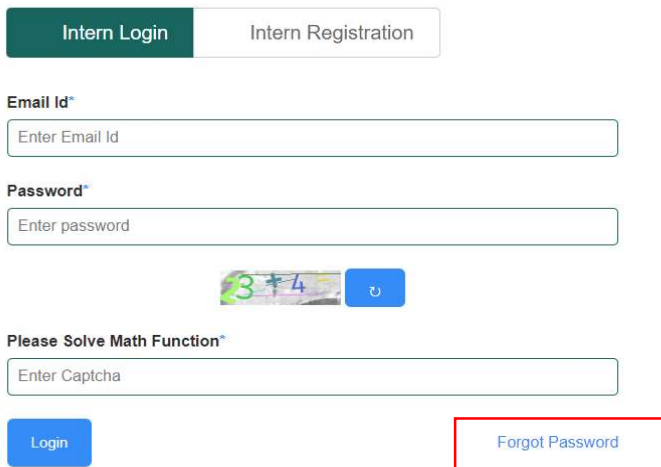

5. Forgot Password:
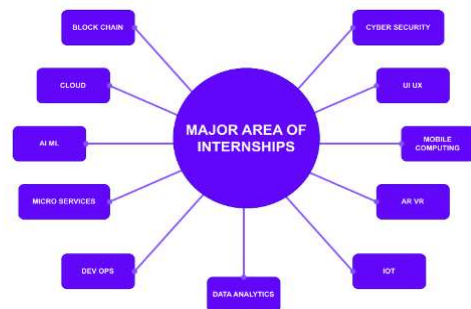
Click on the "Forgot Password" link and enter details as shown in the Forget Password form below.

Forget Password

Email Id*

Enter Email Id

Create New Password*

Enter New Password

Confirm Password*

Enter Confirm Password

Set New Password

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6. DII Application Form

The Form has 4 Steps

6.1) Personal Details: -

Enter personal details as shown below

1. Details to be entered:

a. Select Date of Birth.

b. Either Father's Name or Mother's Name or Both.

c. Applicant Address

2. Image file required to uploaded:

a. Upload photograph and signature ((jpg/jpeg/png-Size 5 to 30 KB)).

6.2) Academic Details: -

The Second step is to fill the complete Academic Details, Current University Details and also Reference Details as shown below:

1. **Details to be entered:**

   a. Select Degree and Course.
   b. Degree
   c. Stream
   d. Name of the Board/Institute/University.
   e. Year of passing
   f. Select Marks category in (Percentage/CGPA).
   g. Enter marks in (Percentage/CGPA).
   h. Upload Certificate (pdf-max size 250 KB)
   i. Upload CGPA Formula (pdf-max size 250 KB) if required.
   j. Recommendation of the Sponsoring Institute.
   k. Select Current University or Institute Type and then fill up the Name of University or Institute, Contact details like address, Telephone No and email Address.
   l. Enter two distinct Reference Details.

2. **Documents required to upload (pdf-max size 500 KB):**
   a. High School (10th class) marksheet.
   b. Senior secondary (12th class) marksheet.
   c. and other marksheets as prompted in the drop down.
   e. CGPA to percentage formula (Pdf file), If marks obtained in CGPA

6.3) Project Preferences: -

The Third step to fill application is to select the Project of your preferences as shown below.
 (**only 2 preferences can be submitted**).
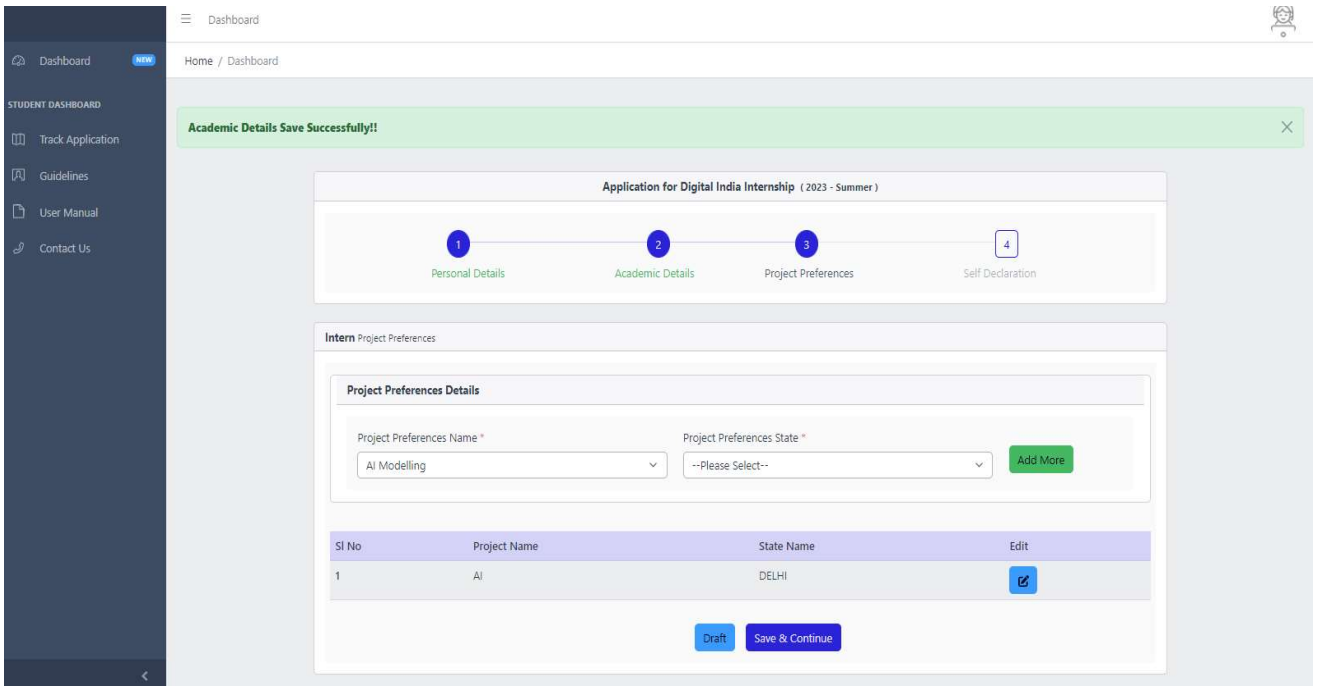
Enter the first choice and then click Add More button . You will be prompted to enter your second choice.

6.4) Self-Declaration: -

Once you enter all the details, read carefully the self declaration form and then check the **I Agree Check box.**
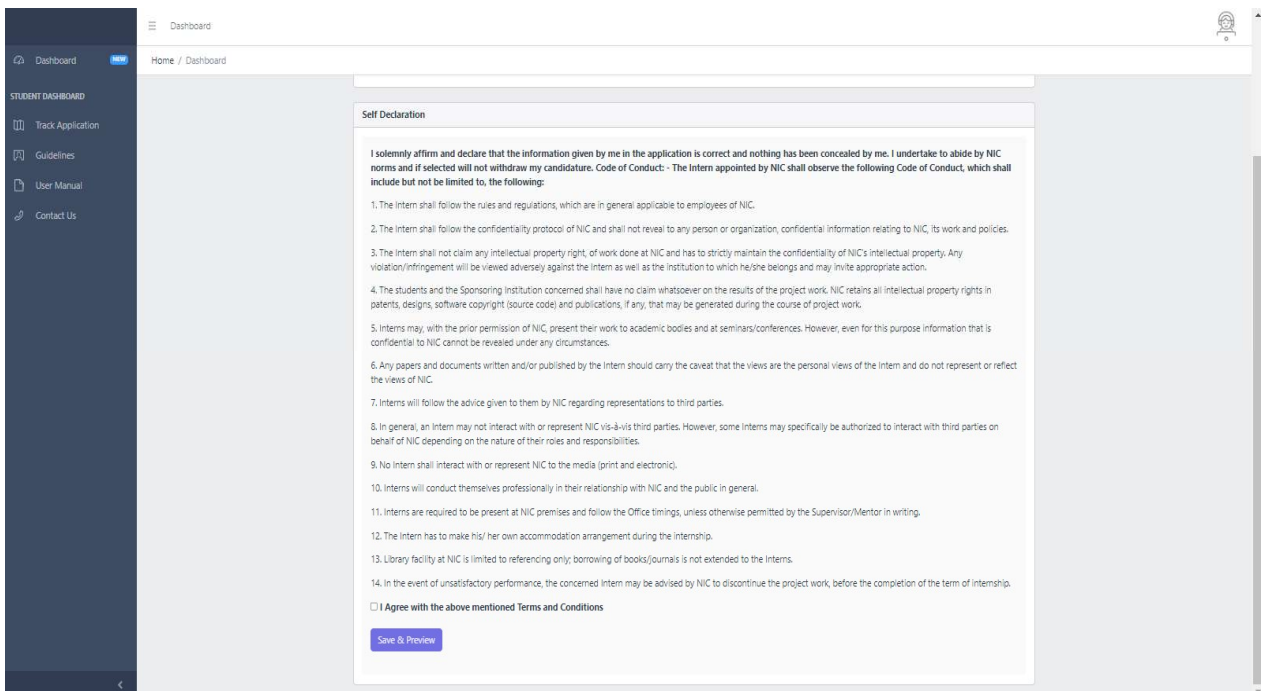
You can go back to previous pages by clicking the previous button or can Save and Privew your application as shown above, by clicking the Save And Preview button.

7. Track Application

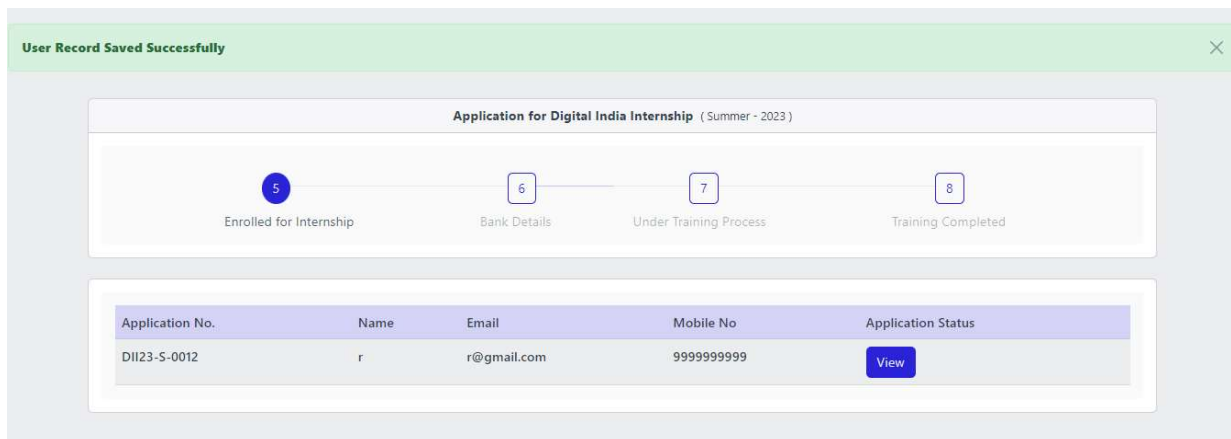Status of the submitted application can be tracked by clicking the option Track Application as shown below:

The guidelines to use Track Application will be updated soon and therefore kindly refer here for the same.

8. Acknowledgment Letter :

After successful submission of the Application, Acknowledgement Letter with an Application Reference Number will be generated online which will be available in your Digital India Internship login account.

9. Internship Offer Letter

Selected students will get Internship offer Letter in the following format in their registered email id and the same can be viewed in Track Application link after login in the application.

Student has to send confirmation within three days of receiving the offer by clicking at the relevant place in the form and filling up the bank account details etc. as will be made available in the Track Application module.

10. Acknowledgement letter of the Confirmation

Acknowledgement letter will be sent to students once all the information related to bank details etc. submitted are found valid. Selected Student will be able to see Acknowledgement letter for their confirmation in Track Application Status.

11. Confirmation Letter for doing Internship at NIC

Selected Students confirmed by NIC will receive Confirmation Letter from NIC as given below.

Ministry of Electronics and Information Technology
National Informatics Centre
Training Division
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003
Confirmation of Internship

Date: 22/10/2019

Application Reference No. DI-NIC/2019/00090

Dear BAKEPSO TAMAI,

I am directed to state that National Informatics Centre is pleased to confirm your Internship commencing from **31/05/2019** to **31/07/2019** for the duration of 2 months at NIC in the following area:

You have to report at NIC on **31/05/2019**, failing which your candidature for the said Internship would be treated as withdrawn/ cancelled. It would not be possible for substitution of students(s) extenson of your reporting time.

Your selection is subject to your producing a Recommendation Letter by your Institute on their Letter Head, signed with seal.

The student is cautioned that in case any information provided by him/her is found to be false/incorrect and is not as per University/Institution records at any stage, his/her candidature for Internship will be cancelled and no further correspondence in this regard would be entertained.

Yours Faithfully,
HoD
(Training Division)

To,
BAKEPSO TAMAI
CGO Complex,,, Lodhi Road CGO Complex, CGO Complex,
EAST - 110003
(DELHI)

Emailid: amitsharma.epri@gmail.com

12. Validations

Following points need to be referenced while filling up the forms at portal to validate the accuracy.

- Form fields marked * are mandatory.
- Special Characters not allowed except "." (Dot) and space.
- Valid alphanumeric character includes special characters- Dot [.], Slash [/], At [@], Comma [,], Hyphen [-], Brackets [(and)] and Space.
- Date Validation Criteria
    a. Should accept in Day, Month and Year format.
    b. Day, Month and Year should be numeric.
- Email- Alphanumeric, DOT, @, hyphen, underscores.

13. Contact Us

For any query, please write at internship-nic@nic.in

14. Annexure

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NATIONAL INFORMATICS CENTRE

TRAINING DIVISION

NIC HQrs –110003

DECLARATION FOR STIPEND BY STUDENT-TRAINEES

Form ST-1

</div>

1. STUDENT NAME : _____

2. I.D. NO. : _____

3. COURSE UNDERGOING : _____

4. INSTITUTE NAME & ADDRESS : _____

_____

5. PROJECT DURATION : FROM: _____TO_____

6. PROJECT TITLE : _____

7. Stipend received or expected to be received from other sources during the period of project training at NIC (Scholarship is not be indicated):

Stipend awarding authority : _____

Amount (per month) : _____

Certified that the Institute undertake the responsibility to refund the amount of stipend in whole and also will not issue degree to the student if he/she leaves the project incomplete /without proper permission from NIC.

Signature & Seal of Head of Institution

Date: _____Place: _____   **Signature of Student**

<u>INSTRUCTION</u>

1. Duration of project work will be two months

2. Student in receipt stipend (Not scholarship) from other source will be eligible for only that much amount of stipend by which it falls short of NIC stipend.

3. Only eligible student will be paid stipend as per NIC norms.

4. The student is required to complete the project work within the prescribed period. In case the student leaves the project incomplete without proper permission from NIC, he/she will have to refund the whole amount drawn from NIC towards stipend. The sponsoring authority will be solely responsible in this regards.

5. Project submitted by the student should not be cleared by the institution until it receives clearance from Training Division of NIC.

6. The software developed by the student may be registered under the copyright laws in the name of NIC and student trainee will have no right over the project.

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<u>Declaration by the Institute Letter Format</u>

< Letter head of Institute>

Date: < >

To WHOMSOEVER IT MAY CONCERN

Certified that

1. Shri / Ms < Name> is a Student of the <Institute Name, Institute Address> and is currently pursuing <degree> in <year/ semester>.
2. Information given in the Application NO <> by the student <> is true and is correct as per the University / Institution records.
3. The Project is part of the semester duration and is part of the academic curriculum of the regular degree programme.
4. The course is recognized by Government of India.
5. Certified that the Institute undertakes the responsibility of refund the amount of stipend in whole to NIC and also will not issue degree to the student if he/she leaves the project incomplete/without permissions from NIC.

Name & Signature with seal of

Dated: ……………………………..   **Head of Department of the Institute**