

## **The Insolvency and Bankruptcy Board of India Internship Guidelines, 2017**

The Insolvency and Bankruptcy Board of India (IBBI) provides an opportunity of internship to students who wish to pursue a professional career in insolvency, liquidation, bankruptcy or any other related field.

The students will be taken as interns under these Guidelines from January, 2018 onwards.

### **Eligibility**

- (i) A student who is pursuing a five year or three year degree course in law or post-graduation course in Economics, Commerce, Finance, Management or Law in any recognised School / College / Institute / University (hereafter 'School') and has completed the penultimate year or stage (for example, the 2<sup>nd</sup> year of three-year law degree course, executive stage of company secretary course, etc.) of such degree course or post-graduation course; or
- (ii) A student pursuing M. Phil. / Ph. D. course in Economics, Commerce, Finance, Management, or Law in any recognised School.

### **Duration**

A student shall be taken as intern ordinarily for one month beginning on the 1<sup>st</sup> working day and ending on the last working day of the month. However, the IBBI may, at its absolute discretion terminate internship of an intern at any time without giving any reason therefor or extend the internship of an intern for a period up to another one month.

No leave will be allowed during internship. If IBBI is convinced that absence of an intern is due to unavoidable circumstances, the period of internship will be extended by the period of absence without stipend.

### **No. of Interns**

Number of interns in a month shall not ordinarily exceed four, subject to a maximum 50 in a calendar year.

### **Stipend**

An intern shall be entitled to a lump sum stipend of Rs.10,000/- per month.

### **Application**

An eligible student interested to pursue internship at IBBI may send an application in the annexed format with recommendation of the competent authority of the School at *email: [intern@ibbi.gov.in](mailto:intern@ibbi.gov.in)*

The application should reach at least 30 days before the commencement of internship. For example, a student wishing to undertake internship in January, 2018, should send application at the latest by 30<sup>th</sup> November, 2017. Incomplete applications and applications without recommendation of the School shall not be considered.

### **Selection**

An internal committee of officers shall scrutinise and shortlist the applications and based on the same, the most suitable students will be identified. They would be offered internship 15 days before the scheduled commencement date. For example, a student will be informed by 15<sup>th</sup> December, 2017, if he has been selected for internship commencing on 1<sup>st</sup> January, 2018.

### **Logistics and Support**

An intern shall bring in his own laptop. IBBI shall provide working space and internet connectivity.

### **Duties of an Intern**

An intern shall submit a declaration of secrecy in the prescribed format at the time of commencement of the internship.

An intern shall assist the Officer / Division, to which he is assigned, in carrying out the ongoing activities of the IBBI.

An intern shall submit a dissertation on a topic, as mutually agreed upon between him and the IBBI, prepared under the guidance of an Officer of the IBBI and a Faculty of the School, which has to be ensured by the intern. He shall endeavour to publish the dissertation in the form of an article in an appropriate journal.

An intern shall **observe the discipline of** the office of the IBBI and shall conduct himself in such manner that he does not bring any disrepute to the IBBI.

An intern shall not represent anywhere as an employee of the IBBI.

### **Certificate of internship**

On satisfactory completion of internship, including dissertation, an intern shall be issued an internship completion certificate.

### **No Right of Employment**

An intern shall have no right / claim for an employment with the IBBI by virtue of his internship.

### **Relaxation**

Chairperson, IBBI may relax any of the provisions of these Guidelines in respect of any deserving student.

### **Review**

These Guidelines will be reviewed by the IBBI from time to time.

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**ANNEXURE**

**Application for Internship with the Insolvency and Bankruptcy Board of India**

Affix recent  
passport size  
colour  
photograph.

<b>1.</b>	Details of the Student  (a) Name of Student:  (b) Date of Birth:  (c) Email:  (d) Mobile:  (e) Permanent Address:	
<b>2.</b>	Course you are pursuing  (a) Year / Stage of the Course:  (b) Schedule of Completion of the Course:	
<b>3.</b>	Name and address of School / College / Institute / University where you are pursuing the Course: (Attach copy of Student Identity Card Issued by School / College / Institute / University)	
<b>4.</b>	When do you want to start the internship?	
<b>5.</b>	Motivation for internship with the IBBI: (Please write in 200 words)	
<b>6.</b>	Your understanding of the subject of dissertation: (Please write in 500 words)	

### 7. Educational Qualifications (+2 onwards)

Name of the Course	School/College/Institute/University	Year of Passing	Subjects	Percentage of Marks

8.	Details of Awards/ Achievements/ Papers Presented / Published:	
9.	Any other additional relevant information in support of internship:	

(Signature of the student)

Place:  
Date:

### Recommendation

(Recommendation of the competent authority of the School / College / Institute / University Academic Institution where the candidate is pursuing her/his studies.)

This is to certify that Mr. / Ms.. .....is a bonafide student of .....course.  
He has completed ... ....year / stage of the course and is scheduled to complete the Course  
in .....

We recommend him for internship with the IBBI during the month of .....

Mr. / Ms. ....of the faculty will provide support for dissertation.

(Signature)

Name:  
Designation:  
Office Address:  
Tel.No.:  
(Office Seal)