

Internship Program in Directorate General of Civil Aviation, Ministry of Civil Aviation

1. **SCHEME:-** Internship Scheme for an Aviation Regulator.

2. **OBJECTIVE:-**

The internship program is designed to offer students and young professionals unique opportunity to gain in-depth exposure to the inner workings of India's civil aviation regulator. Interns will delve into the complexities of policy formulation, explore regulatory frameworks, and understand the technical operations that ensure safe and efficient air travel. This initiative not only enriches the educational experience of participants but also empowers the authority to tap into innovative ideas and analytical insights from the next generation of aviation experts. Through hands-on experience and guided interaction with seasoned professionals. Interns will contribute fresh perspectives that can enhance the regulatory landscape.

3. **SCOPE:-**

This internship opportunity provides a comprehensive understanding of the multifaceted challenges and innovations within the aviation sector, equipping participants with valuable skills and knowledge. The internship program encompasses a diverse range of areas, each vital to the aviation industry's evolution and efficiency:

i. **Airfare Monitoring and Tariff Analysis:** Participants will engage in tracking fare trends and analysing tariff structures to ensure competitive pricing and transparency in the aviation market.

ii. **Regulatory Impact Assessment:** Interns will assess the implications of existing and proposed regulations, evaluating their effects on various stakeholders within the aviation sector and contributing to informed policymaking.

- iii. **Airport Infrastructure and Aerodrome Standards:** Participants will explore the principles of airport design and operation, helping to ensure that infrastructure meets established safety and operational standards.
- iv. **Air Safety, Licensing, and Surveillance Systems:** Interns will delve into the critical elements of aviation safety, examining licensing processes and surveillance protocols that protect passengers and crew.
- v. **Environmental Regulation and Sustainability:** This involves studying the environmental impacts of aviation and developing strategies for sustainable practices that minimize the industry's ecological footprint.
- vi. **Air Navigation Services and Emerging Technologies:** Interns will investigate advancements in air navigation systems, including the integration of cutting-edge technologies that enhance safety and operational efficiency in air traffic management.
- vii. **Legal and Policy Research in Aviation:** Participants will engage in comprehensive legal research, providing insights into policy formation that shapes the future of aviation regulation and compliance.

4. ELIGIBILITY:-

Students who are in their final to pre-final years of the following programs are encouraged to apply:

- i. **B.Tech/BE. in Aerospace, Civil, Computer Science, or Electronics Engineering:** Ideal candidates should possess a strong foundation in engineering principles, problem-solving skills, and a keen interest in innovation and technology.
- ii. **MCA/M.Sc. in fields related to data science to software development:** Candidates should be proficient in programming languages, data analysis techniques, and possess an innovative mindset to tackle challenging software development projects.
- iii. **B.A./M.A. in Economics or Public Policy:** This role seeks analytical thinkers with a solid understanding of economic theories, data analysis, and policy evaluation, capable of contributing to insightful research and discussions.

- iv. BBA/MBA with a specialization in aviation or transport: Candidates should demonstrate a comprehensive understanding of business management principles as they apply to the aviation or transportation sectors, along with strategic thinking and leadership potential.
- v. B.Com/M.Com/CA/ICWA for finance-related roles: Applicants should have a strong grasp of financial concepts, accounting practices, and analytical skills to navigate complex financial environments effectively.
- vi. LLB/LLM for legal and policy internships: Ideal individuals will possess a thorough understanding of legal frameworks, policy implications, and ethical considerations in law, along with critical thinking and research capabilities.
- vii. Additionally, research scholars, as well as recent graduates in relevant fields, may also be considered for these opportunities, bringing fresh perspectives and innovative ideas to the table. Candidates are encouraged to showcase their relevant skills and experiences in their applications.
- viii. Applicant who wishes to apply for internship have to secure 70% or more marks in their graduation and 60% or more marks in post-graduation.
- ix. Age of the candidate should not exceed 24 years for under-graduate students and 27 years for post-graduate students as on 31st December of the preceding year of the internship.

5. INTAKE AND DURATION:-

Every year, internships will be offered in two terms during January to June and July to December. A maximum of 25 interns will be engaged during each term. Each intern will be engaged for a period of three months. Interns not completing the requisite period will not be issued any certificate.

6. LOCATION:-

- i. DGCA Headquarter (e.g., New Delhi).

7. STIPEND:-

The interns would be paid stipend of Rs. 5,000/- per month for a maximum of 03 months.

8. LEAVE:-

Interns will be entitled for 1 paid leave per month only in medical emergencies or unavoidable circumstances. Leave without stipend (on proportionate basis) may be granted by the concerned Directorate Head.

9. RESERVATION:

Reservation shall apply for the candidates belonging to SC, ST, OBC and PwD categories as per Government of India guidelines.

10. PROCEDURE AND CONDITIONS FOR APPLICATIONS AND SELECTION:-

i. Interested applicants/candidates may apply online only in the address link to be indicated in the official website (<https://www.dgca.gov.in>) of DGCA for the Internship Program likely to commence from January and July. Applications can only be made six months in advance but not later than 3 months before the month in which internship is desired.

For example, if any applicants wants to join internship programme which is commencing in the month of July then she/he can apply from the month of January to March.

ii. Interns must also clearly indicate the 'area of interest' based on the 'Annexure-A'.

iii. A candidate can apply for the internship only once during a Calendar Year (C.Y.). Candidates will not be allowed to apply in subsequent calendar years. One candidate will be given internship opportunity only once in DGCA.

iv. At the time of joining on selection, applicants shall be required to produce a letter from their Head of Department indicating their status in the Institution/University and 'No Objection Certificate' (NOC) for allowing their student to undergo Internship Program for the period for which she/he is selected, based on the 'Annexure - A', failing which her/his candidature shall be cancelled.

v. The applicants who do not fulfil the eligibility conditions, their applicants shall be rejected and no formal communication in this regard will be issued to the applicant.

vi. Selection Procedure:

(a) Candidates shall apply for internship on the address link to be indicated in the office website of DGCA.

(b) All the applications received shall be forwarded to Training Division, DGCA.

(c) Training Division shall scrutinized the applications based on the eligibility conditions.

(d) Applications shall be forwarded to the concerned 'Directorate Head', based on the Domain/Area of Internship (Annexure 'A').

(e) Concerned 'Directorate Head' shall recommend the interns to the Training Division based on interaction/interview with the applicant.

(f) Training Division shall further obtain the approval of the DG (CA).

vii. After selection of the candidates, the concerned Directorate Head shall send the 'Offer of Internship' directly to the selected candidate under intimation to Training Division. The decision of the Directorate Head regarding the suitability of a candidate as 'Intern' shall be final and binding.

viii. Depending upon the number of applications received as against a particular domain/area of research, DGCA reserve the right to fix the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.

ix. If any selected candidates opts out, she/he will be debarred for applying any internship in DGCA and the next candidate in the merit list of the respective division will be offered opportunity.

11. OBLIGATION OF THE INTERN:-

- i. The concerned Directorate Head shall be personally responsible for ensuring that the work program and output mutually agreed upon with the Intern is satisfactorily completed by submitting deliverables as per given assignments.
- ii. Interns will carry their own Laptop /Tablet.
- iii. Directorate Head shall ensure that the interns attend office regularly and complete assigned work, before monthly stipend is released.
- iv. The internship programme provides an introduction to the process of formulation of policy/scheme and its implementation by the Government of India. Interns will be assigned specific topics of work by the concerned Directorate Head and may be required to conduct research, write reports, analyse evolving developments or carry out any other task entrusted to them by the Directorate Head during their internship tenure in DGCA.
- v. At the end of the internship, each intern shall submit a brief report to concerned Directorate Head on the work carried out and her/his learning experience, if required, make a presentation on it. The outcome of study during the internship will remain as intellectual property of DGCA, MoCA and interns shall not use it without prior approval of the Ministry/Department.
- vi. The intern shall maintain full confidentiality of any information relating to the Ministry/Department. The intern shall submit an undertaking of confidentiality and non-disclosure before the commencement of the internship.

12. SUPERVISION & EVALUATION:-

Interns will be assigned to a specific division within the organization, where they will work closely under the guidance of an experienced Officer-in-Charge. This mentorship will provide valuable insights and hands-on experience relevant to their assigned roles.

To ensure that interns are progressing effectively and meeting their learning objectives, regular weekly progress reviews will be conducted. These sessions will offer an opportunity to receive constructive feedback, address any challenges, and recognize their achievements. At the conclusion of the internship, a comprehensive final evaluation will be conducted to assess the intern's overall performance, skills acquired, and contributions to the team. This structured approach is designed to foster professional growth and prepare interns for future career opportunities.

13. CODE OF CONDUCT:-

Interns are required to uphold strict confidentiality regarding all sensitive information they may encounter during their time with DGCA. It is essential that they adhere to designated office hours. Furthermore, interns must comply with the established rules of conduct that govern the behaviour of all temporary staff, ensuring a professional and respectful work environment at all times.

14. TERMINATION OF INTERNSHIP:-

- i. Selection to the internship programme at DGCA, MoCA is purely in temporary nature and the Ministry/Department may terminate the internship at any point in time as it deems fit, without giving any reason. Decision of the Ministry/Department shall be final in this regard.
- ii. An intern can choose to terminate the internship giving prior notice of one week to the DGCA.


15. EXPERIENCE CERTIFICATE:-

Concerned Directorate Head will provide the draft Experience Certificate to the Training Division for issuance to the interns.

16. RELAXATION:-

Director General (Civil Aviation) will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

17. This issues with the approval of Secretary, Ministry of Civil Aviation.



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Annexure 'A'

Subject:- Domain/Area available for internship.

- 1) Airworthiness and regulatory Administration (Airworthiness).
- 2) Design and Manufacture of Aircraft and Aircraft Components and impact of aviation on environment (AED).
- 3) Aircraft Act, Aircraft Rules and the Civil Aviation Requirements (FSD).
- 4) Air Transport (AT).
- 5) Air Navigation Services (ANS).
- 6) Flying Training and Sports (DFT)
- 7) Data management and Analysis (AT-II and TMU).
- 8) Surveillance and Inspection activities (FSD).
- 9) Air plane Safety and Accident investigation (Air Safety).
- 10) Personal Licensing (DTL).
- 11) Aerodrome (Aerodrome Directorate).
- 12) Drone (Drone Directorate).
- 13) Aviation law and dangerous goods (IRLA).
- 14) Library and information centre (Admin).
- 15) Workforce management and financial planning (Admin).