

## **DEPARTMENT OF ECONOMICS AND STATISTICS**

### **Guidelines for Internship Programme**

The Directorate of Economics and Statistics (DES) plays a crucial role in facilitating the co-ordination of state-level statistical activities to strengthen State Statistical System (SSS). DES collects, compiles and disseminates data, adhering to professional standards. The Department ensures that all statistics published are endorsed by established internal Statistics governance mechanism.

Moreover, the Directorate offers internships with a view to bridge the gaps between academia and the official statistical system, thereby enhancing statistical literacy and visibility of the Department. Sharing knowledge among academia and various organizations, including government and non-government entities, serves to improve both state-level and regional statistical systems. This collaborative effort contributes to a more robust understanding and utilization of statistical data for informed decision - making and policy formulation.

#### **Aim**

The Internship Programme targets the students pursuing post-graduation/research in Statistics/Applied Statistics/Mathematical Statistics/Operations Research/Economics/Demography or those who have completed their course in the relevant discipline.

#### **1. Objectives and Scope**

- To provide opportunity to the Interns to study and familiarize prevailing system of official statistics in the State/Country and thus gain valuable first hand exposure in the professional environment.
- To enable the Interns to be acquainted with data collection, processing & analysis of data using modern statistical tools, dissemination needs and strategies.
- To create awareness among the students/Interns about the National Statistical System and State Statistical System.
- To sensitize the Interns about career prospects in the field of Statistics.
- To provide possible opportunities to learn, understand and sharpen technical skills required for jobs in the field.
- To exchange knowledge and skills bilaterally between academia and practitioners.

#### **2. Number and Place of Internship**

The total available number of internships at a time would be 22 in two groups namely “Group A” and “Group B”. Group “A” – Internship at the Directorate of Economics and Statistics or its Training institute, “State Academy

on Statistical Administration (SASA)", Thiruvananthapuram. Group "B"-14 district offices of the Department in the state. Maximum number of Interns permitted at a time under Group A is 8 and Group B is 14 (@1per district). Availability of internship slots is indicated in Annexure – I.

### **3. Eligibility:**

The applicant should be a citizen of India and a postgraduate or pursuing his/her post-graduation/research from a recognized College/ University/ Research institute in Statistics/ Mathematical Statistics/ Operations Research/ Economics/ Demography / Mathematics / Commerce or any of the applied field of Statistics.

### **4. Duration and Expected output from intern:**

The internship will be for a period of minimum 1 month and shall not exceed 6 months from the date of joining. The selected interns should follow the instructions given by the Departmental Guide concerned. There will be performance reviews at specific intervals during the period of internship. Each Intern shall submit report (along with soft copy) at the end of the assignment, including inter-alia, his/her observations and suggestions, if any, regarding any possible improvement in the present State Statistical System. Interns should make presentation of the report before Departmental officials.

### **5. Remuneration/Stipend**

*There will be no remuneration/ stipend to the Interns or they are not entitled for any monetary benefits.* Successful Interns will be awarded with a certificate duly signed by the Director, DES / Director, SASA. The selected candidates will have to report before the authority concerned within the time limit prescribed by the Department. The Department will not bear any kind of expenses related to Internship Programme.

### **6. Facilities:**

Departmental Guide will facilitate the Interns in pursuit of successful completion of their assignment. Interns will have to bring their own laptop. For study material, the Interns can access literature available in the Library/Website and interact with any officer via the Departmental Guide, with whom they are attached.

### **7. Procedure for application, selection and other operational aspects:**

- (a) The applicant will be required to submit one and only one application for Internship Programme as per the format given in *Annexure-II*.
- (b) The Director reserves the right to accept or reject the application without assigning any reason thereof.
- (c) The selected candidates/applicants will be informed through e-mail besides displaying the list of selected candidates on the website of the

Department.

(d) Each Intern must have at least 80% attendance during the Internship period. If any Intern leaves or discontinues the Internship Programme in between, that is, before completion of Internship period, he/she will not be entitled for any Internship certificate and the matter will be communicated to Authority/individual concerned in writing.

**Disclaimer: - The award of Internship Certificate to the applicant cannot be construed as any kind of job assurance in Government Departments /Agencies.**

Signed by

Sreekumar B

Date: 23-04-2024 20:22:56

**DIRECTOR**

**Annexure - I**

Sl No.	Centre of internship	No. of Interns
<b>For Group "A" Internship</b>		
1	Directorate of Economics and Statistics	6
2	State Academy on Statistical Administration	2
<b>For Group "B" Internship</b>		
1	14 District Offices of Economics & Statistics	1 each

**Instructions for submitting application for Internship Programme**

(i) Fill up prescribed application form, affix your recent passport size photograph (colour) which should be attested by Head of Institution where applicant is pursuing the study and sign the undertaking or by a Gazetted Officer for those who have completed their course in the relevant discipline.

(ii) Recommendation /No Objection letter from Head of Institution where applicant is pursuing the study/Research must be attached with the application.

(iii) The following documents should be sent along with application through email to the Director, Department of Economics & Statistics at [ecostatplg@gmail.com](mailto:ecostatplg@gmail.com).

- Attested copy of the mark sheet of the examination last attended.
- Self-attested copy of Identity Card of the institution where the student is undergoing the course. Others shall submit a copy of any of the accepted id proof.
- Recommendation/ No Objection letter from the Institute/Head of the Department where applicant is pursuing study indicating the status of study (class, year, university etc.).
- Those who have completed their course shall submit a self declaration as given in the application form.
- If applicant wishes to incorporate any other relevant details, he/she may do so in an extra sheet.

**Annexure – II**

<b>Application for Internship Programme</b>	
1	Name of the Applicant
2	Father's Name
3	Sex:
4	Date of Birth (DD/MM/YYYY):
5	Are you a post graduate or pursuing post-graduation/research from a recognized College/University/Research institute in Statistics/Mathematical Statistics/ Operational Research/Economics/ Demography or any of the applied field of Statistics.
5.1	Name of course
5.2	Subjects of course
5.3	Name of Institution/college
5.4	Name of University
6	Address for Correspondence:
7	Mobile:
8	Alternate Phone No.
9	Email ID
10	Alternate Email ID
11	Year of Passing Graduation/Post Graduation
12	Maximum Marks of Graduation/ Post Graduation examination (Enclose Copy of the Mark sheet)
13	Total Marks obtained in Graduation/ Post Graduation
14	Marks in qualifying papers, if any
15	Marks obtained excluding qualifying papers
16	% of marks in Graduation/ Post Graduation (excluding qualifying papers)
17	In case of CGPA marking, indicate clearly conversion formula from CGPA to Percentage and attach supporting document.
18	Preference of office as per Annex-I (Please indicate your preference for office given in Annex-I. Office for Internship will be allocated on the basis of merit cum preference). Name the district, if District Office is selected as your preference.
	I hereby undertake that I am a bonafide citizen of India and the information

19	submitted by me in the application form for Internship Programme 2023-24 of Department of Economics and Statistics is true to the best of my knowledge. I do understand that if any of the information furnished above is found to be false my candidature would be cancelled.	
20	<b>Signature of the applicant:</b>	
21	Place:	
22	Date:	
<b>No objection from Head of the Institution/Department</b>		
23	<p>Certified that Ms./Mr. ....  whose photo is attested, is a post-graduate  student/research scholar of  ..... (Institute/College)  of University of .....  for the year ..... This Institute/College is  recognized by .....under ..... Act  and has no objection if he/she undergoes Internship  Programme of Department of Economics and Statistics,  Kerala.</p> <p><b>Signature with date and seal</b></p> <p>Name ..... (Seal)</p>	<p>Affix passport size  photo here and get it  attested from Head  of  Department/Institute</p>
<b>(For those who have completed post-graduation)</b>		
<p>I hereby undertake that I have completed post-graduation in .....  (subject) from..... (Institute/College) of University of  ..... in the year ..... and the information  submitted by me in the application form for Internship Programme of  Department of Economics and Statistics is true to the best of my knowledge and  belief. I do understand that if any of the information furnished above is found to  be false my candidature would be cancelled.</p> <p style="text-align: right;">Name &amp; Signature</p>		