

F.No.11/48/2024-Admn/SFC
Government of India
Sixteenth Finance Commission

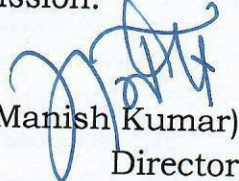
9th Floor, Jawahar Vyapar Bhawan,
Tolstoy Marg, New Delhi-110001
Dated the 15th April, 2024

OFFICE MEMORANDUM

Subject: Inviting applications for engagement of Interns in 16th Finance Commission.

The Sixteenth Finance Commission (SFC) has been Constituted by the Government of India on 31.12.2023. Accordingly, applications are invited from eligible candidates for their engagement as "interns" in the Commission as per the Guidelines given in **Annexure-I** respectively.

2. This is an open-ended circular i.e. this process will continue till all interns are engaged. It is, therefore, requested to send the application/proforma in prescribed process at the earliest as per Para 6 of the annexed Guidelines. Any amendment/corrigendum related to this shall be uploaded only on the website of the Commission.


(Manish Kumar)
Director

16th Finance Commission
Tel: 011-23701032
Email: manish.kr1975@nic.in

To,

All officers of 16th Finance Commission(by email)

Copy to:

- 1) Office of Chairman, Members and Secretary of 16th Finance Commission
- 2) For placing the above circular on the Finance Commission's website.

Annexure-I

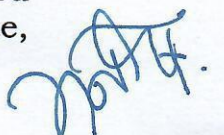
Guidelines for Internship in 16th Finance Commission

1. **Objective:** To familiarize the selected candidates with the process of devolution of finances between the Union and the States in India as well as among the States and also to provide an opportunity to carry out brief research into the specific terms of reference of the 16th Finance Commission, or a key and specific economic issue/problems and offer solutions for the same.
2. **Eligibility:** Outstanding Candidates pursuing Graduation (Final year), Post Graduation or PhD in Economics, Finance or similar subjects from leading accredited Universities/Institutions can apply.
3. **Attachment:** The interns would be attached with Chairman/Member/Secretary or any other functionary of the 16th Finance Commission.
4. **Submission of Paper:** The intern shall also undertake to present an original paper as his/her study report during internship on any research topic.
5. **Research Topics:** An indicative list of research topics is at **Annexure-II**. Candidates are required to mention 2-3 specific research topics in their application (in order of preferences) that they wish to study during their internship and for each suggested topic, candidates have to separately provide the following:
 - i. Motivation/vision statement for selection of topics.
 - ii. Proposed outline of study report.
 - iii. Proposed timeline for the project, from zero date till preparation of interim report/submission of final report.
6. **Application process:** Candidates desirous of being appointed as the "interns" in the Commission may forward their application in the duly filled proforma at **Annexure-III** along with supporting documents in **single pdf file**, only by e-mail addressed to the Director, 16th Finance commission at **manish.kr1975@nic.in** with a copy to **rahul.sharma89@nic.in** expressing their interest. No physical copy be sent for this purpose. The name of pdf file be "**Candidate's name**" and the subject of the email be as under:
"Application for internship in r/o _____ (candidate's name) ".
7. **Selection:** Neatly/legibly filled applications in prescribed format



received through email as stated above will be considered by the Finance Commission for selection. The Commission reserves all rights for offering internship to any candidate and the decision of the Commission shall be final. Internship requests can be refused without assigning any reasons. Eligible candidates whose proposals and competencies for research/study match/suit significantly with 16th Finance Commission's requirements will be given preferences. However, the Commission will finally decide the topic of research for interns, which can be other than those suggested by the candidates.

8. **Duration:** The candidate may apply for Internship from 6 weeks to 6 months. However, the duration in each case shall be finally decided by the Finance Commission. Since the time duration is very short, interns would be required to carry out very intense study to ensure desirable outputs in the allotted time frame. During internship, the intern should have minimum 75% attendance.
9. **Number of interns:** Number of Internship will be limited to a maximum of six(6) paid interns and four(4) additional unpaid interns, selected on merits. Candidates can apply only for one of these options. The candidates applying for both options may not be considered for any of the option.
10. **Token remuneration:** Paid interns shall be provided token remuneration of Rs.10,000/- per month per intern for Graduate (Final year)/PG Student and Rs.20,000/- per month per intern for PhD students is payable on satisfactory completion of their internship and on submission of their Report/Paper/Feedback. No other facilities such as DA, perks, allowances, TA/DA, accommodation, conveyance, medical facilities etc would be admissible.
11. **Presentation:** Interns may have to make a weekly/fortnightly presentation before his/her assigned Officer. At the end, interns may be required to present a use-case/case-study along with their study report. Any sources, reports referred to in the report/presentation, must be duly disclosed. Due credits be given wherever required.
12. **Confidentiality & Secrecy:** During the period of assignment with the Commission, the "interns" would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know the same, at any stage. The "interns" are required to ensure any information gathered related to the Finance Commission or its working is not uploaded or shared on any platform, media/social media, portal, website,



app, AI tool, status, stage or at any other public domain in any form. Any violation of this shall be taken seriously.

13. **Integrity certificate:** Interns are required to sign a non-disclosure undertaking and to provide integrity certificate from 2 references before commencing internship.
14. **Certification:** Certificates shall be issued to the interns on satisfactory completion of their internship of not less than six weeks and on submission of their Report/Paper and Attendance Certificate duly certified by the Commission's designated Officer.
15. **Conditions of Internship:** The internship is neither a job nor any such assurance thereof in the 16th Finance Commission. The interns are expected to maintain decorum and adhere to office working culture. Interns are also expected to maintain integrity and discipline at all times. Interns are expected to approach this opportunity earnestly and adhere to the guidelines diligently. The Intern can be relieved prematurely on ground of unsatisfactory performance or violation of any guidelines or without assigning any reason. The decision of the Commission in this regard shall be final.



Annexure-II

(Refer Para 5 of Annexure I)

Indicative list of research/study topics

1. Spending pattern of State/States with reference to Central grants & development assistance.
2. Analysis of off-budget borrowings by Centre & States and risk scenarios
3. Debt sustainability studies of State/States.
4. Financing of disaster management & mitigation.
5. Anticipated risks and stresses on global and national economy from 2025-30.
6. Area wise distribution of resources and their delivery cost.
7. Impact of power sector reforms.
8. Impact of Criteria for tax devolution on improvement in outcomes in states like forest cover, fiscal discipline, income improvement etc.
9. Evaluating the impact of sector specific grants on improvement in outcomes in respective sectors.
10. Evaluating the impact of timeliness in the release of funds on the Key Performance Indicators of performance linked grants.
11. Financing Urban Infrastructure Development: Assessing the Impact of Finance Commission Grants on Sustainable Urbanization.
12. Evaluating the Efficiency and Equity of Tax Devolution Mechanisms: A Comparative Analysis.
13. Gender Budgeting and the Finance Commission: Analyzing Gender-sensitive Allocation of Resources - roadmap for 16th FC.
14. Environmental Fiscal Reforms, Sustainable Forest Management and the impact of the Finance Commission grants.
15. Fiscal Devolution incentives to boost Industry/Manufacturing in State/States.
16. Trends of population growth, migration and their impact on State/States Finances.
17. Any other topic as deemed relevant for the Commission can be suggested by the candidate.
18. Any other topic related to Terms of Reference of the 16th Finance Commission provided in notification dated 31.12.2023 available in website of the Commission at <https://fincomindia.nic.in/>.

**PROFORMA FOR APPLICATION FOR “INTERNS” IN
16th FINANCE COMMISSION**

1	Type of Internship <i>(Refer Para 9 and 10 of Annexure I)</i>	Tick/Check only one of the following: <table border="1"> <tr> <td data-bbox="758 436 1125 470">Paid Internship</td> <td data-bbox="1125 436 1364 470"></td> </tr> <tr> <td data-bbox="758 470 1125 504">Unpaid Internship</td> <td data-bbox="1125 470 1364 504"></td> </tr> </table>	Paid Internship		Unpaid Internship															
Paid Internship																				
Unpaid Internship																				
2	Period for which Internship applied <i>(Refer Para 8 of Annexure I)</i>																			
3	Full Name																			
4	Address																			
5	Mobile No.																			
6	Email address																			
7	Date of Birth																			
8a	Course/qualification pursuing: <i>(Refer Para 2 of Annexure I)</i>	Tick/Check one of the following: <table border="1"> <tr> <td data-bbox="758 1131 1077 1232">Pursuing Graduation (Final Year)</td> <td data-bbox="1077 1131 1364 1232"></td> </tr> <tr> <td data-bbox="758 1232 1077 1310">Pursing Post Graduation</td> <td data-bbox="1077 1232 1364 1310"></td> </tr> <tr> <td data-bbox="758 1310 1077 1344">Pursing Ph.d</td> <td data-bbox="1077 1310 1364 1344"></td> </tr> </table> <p align="center">Specify:</p> <table border="1"> <tr> <td data-bbox="758 1411 1077 1489">Year of Admission in above course</td> <td data-bbox="1077 1411 1364 1489"></td> </tr> </table> <p>Course: Tick/Check one of the following:</p> <table border="1"> <tr> <td data-bbox="758 1556 1077 1590">Economic</td> <td data-bbox="1077 1556 1364 1590"></td> </tr> <tr> <td data-bbox="758 1590 1077 1624">Finance</td> <td data-bbox="1077 1590 1364 1624"></td> </tr> <tr> <td data-bbox="758 1624 1077 1702">Others (please specify)</td> <td data-bbox="1077 1624 1364 1702"></td> </tr> </table> <p align="center">Specify:</p> <table border="1"> <tr> <td data-bbox="758 1758 1077 1803">Institution/College</td> <td data-bbox="1077 1758 1364 1803"></td> </tr> <tr> <td data-bbox="758 1825 1077 1870">University</td> <td data-bbox="1077 1825 1364 1870"></td> </tr> </table> <p align="center">(Supporting documents to be attached for all the above)</p>	Pursuing Graduation (Final Year)		Pursing Post Graduation		Pursing Ph.d		Year of Admission in above course		Economic		Finance		Others (please specify)		Institution/College		University	
Pursuing Graduation (Final Year)																				
Pursing Post Graduation																				
Pursing Ph.d																				
Year of Admission in above course																				
Economic																				
Finance																				
Others (please specify)																				
Institution/College																				
University																				

8b	Additional Qualifications, if any	
8c	Knowledge and usage of MS Excel	
8d	Any other relevant experience/information	
9	Motivation/reason to be engaged as Intern in Finance Commission - (200-500 words).	
10a	Preferred Research Topic (1) : <i>(Refer Para 5 of Annexure I)</i>	
	(i) Name of Topic	
	(ii) Motivation/ vision statement for selection of this topic - (200-500 words).	
	(iii) Proposed outline of this topic/study report.	
	(iv) Proposed timeline for this topic.	

10b	Preferred Research Topic (2) : <i>(Refer Para 5 of Annexure I)</i>	
	(i) Name of Topic	
	(ii) Motivation/ vision statement for selection of this topic - (200-500 words).	
	(iii) Proposed outline of this topic/ study report.	
	(iv) Proposed timeline for this topic.	

(Signature of the Applicant)
Full Name: _____
Date: _____

(Soft copy of this blank proforma is/ shall be available on website of 16FC at <https://fincomindia.nic.in/>)