

Invitation for Expression of Interest for SEBI ITD Internship Program 2021

1. Background

The Securities and Exchange Board of India (SEBI) is a regulatory body established by an Act of Parliament to protect the interests of investors in securities, to promote the development of, to regulate the securities market and for matters connected therewith or incidental thereto.

2. The Information Technology Department (ITD) of SEBI works intensively to establish, maintain and improve the Information Technology (IT) infrastructure, systems and services in SEBI. These IT systems not only support internal process automation and decision making but also strengthen SEBI's surveillance and supervision of capital markets. Further, SEBI's IT systems also interface with various market participants, such as Mutual Funds, Brokers, Portfolio Managers, Investment Advisers, etc.
3. In its role as the regulator of the capital markets in India, SEBI has always endeavored to usher in the best technological solutions to enhance efficiency and improve investor experience in Indian markets. With a growing focus on technology and data analytics, several educational institutions offer various courses catering to the emerging needs of the industry.
4. With a view to provide hands-on training to the students of educational institutes, SEBI is desirous of partnering with them for accepting up to 10 interns under its **SEBI ITD Internship Program 2021**. Accordingly, expressions of interest are invited from eligible institutes, on or before **April 10, 2021**, to participate in SEBI ITD Internship Program 2021.

5. Program Description

The Interns accepted under this program would be given an opportunity to work on different Information Technology (IT) projects including Data Analytics (DA), regulatory business processes and reporting, and FinTech at SEBI. Such projects will provide an exceptional opportunity to the interns to apply their IT and DA skills while gaining valuable exposure to the functioning of the Indian capital markets.

6. Duration of Internship

The internship program is proposed to be for a contiguous period of minimum 1 year which may comprise of either 2 semesters and 1 summer / winter internship period or 3 trimesters and 1 summer / winter internship period.

7. Schedule of Internship

At least 3 days a week of internship at SEBI (excluding Saturdays, Sundays and Public Holidays).

8. Eligible Institutes

- a. This program is intended for the students of such educational institutes which are offering an AICTE recognized full-time MBA/MCA or equivalent degree or diploma of a duration of two years.
- b. Such institutes must be:
 - either recognized by or affiliated with a university recognized by the University Grants Commission or by any other commission / council / board / body established under an Act of Parliament in India for the purpose; or
 - established by the central government or any state government; or
 - autonomous institute falling under administrative control of Government of India or any state government
- c. The institutes must be willing to structure their courses in such a manner which allows:
 - their students to undergo internship at SEBI for at least 3 days a week (excluding Saturdays, Sundays and Public Holidays) for a contiguous duration of minimum one year which may comprise of either 2 semesters and 1 summer / winter internship period or 3 trimesters and 1 summer / winter internship period.
 - providing due academic credits for the internship undergone by their students as part of this program. The assignment of these credits shall be based on the performance assessment report of the intern provided by SEBI to the institute.
- d. It is desirable that the institute provides profiles of at least 10 interested candidates who satisfy the criteria laid down for the eligibility of candidates.

9. Eligible Candidates

A candidate for this program shall be:

- a. A student pursuing a full-time MBA/MCA or equivalent degree or diploma of a duration of two years from an eligible institute, and
- b. Holding a full-time graduate degree in engineering or a BCA degree, and
- c. Having a strong aptitude for computer programming and data analytics. A basic understanding of financial markets is desirable but not mandatory, and
- d. Having minimum 60% aggregate marks at graduate level or equivalent CGPA, and
- e. With age not more than 30 years as on 01/01/2021, and
- f. Candidate should be an Indian citizen only.

10. Place of Posting

- a. The interns shall be posted at SEBI Head Office in Mumbai.

11. Stipend & Facilities

a.

	Monthly Stipend (INR)	Days of Leaves in a year
For interns undergoing internship at SEBI for 3 days in a week	25,000	9
For interns undergoing internship at SEBI for 4 days in a week	30,000	12

- b. Unfurnished shared accommodation only for outstation candidates, subject to availability. No additional payment / reimbursement shall be made in the event of non-availability of the accommodation.
- c. Public holidays as observed by SEBI
- d. Lunch at SEBI office
- e. A certificate of completion of internship program by SEBI
- f. Following may be noted w.r.t the above:
 - i. The liability of SEBI towards interns shall be restricted to the monthly stipend as stated above. Further, no travel allowance shall be provided to the interns irrespective of the location of their institutes. No other payment / remuneration / facility / allowance / reimbursement shall be admissible to any intern, unless otherwise mentioned.
 - ii. Income tax or any other tax liable to be deducted as per the applicable rules will be deducted at source before effecting the payment. SEBI shall not be liable for taxes or any other contribution payable by the intern on payments made to him/her under this engagement.
 - iii. In the event of death, injury or illness of the intern during the term of his/her engagement, whether or not attributable to discharge of his/her responsibilities under the engagement, either at any of SEBI premises or during official travel, neither the intern nor his/her dependents, legal heirs, claimants, etc. shall be entitled to any compensation or employment in SEBI.
 - iv. Interns shall be solely responsible for taking out and maintaining adequate insurance, such as life, health or any other type, at their own expense, as they may consider appropriate to cover the period of their engagement with SEBI under this internship program.

12. Selection Process for this year

- a. **Expression of Interest:** The eligible institutes may express their interest to participate in SEBI ITD Internship Program 2021 in the prescribed format (**Annexure 1**) along with the relevant enclosures on or before **April 10, 2021**,

including the profiles of the interested eligible candidates in the prescribed format (**Annexure 2**).

- b. All correspondences to SEBI shall be addressed to the following:
Chief General Manager, Information Technology Department, SEBI Bhavan, C4-A, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051, Maharashtra, India.
- c. **Shortlisting:** SEBI will scrutinize the expressions of interest and shortlist the institutes and the candidates.
 - i. Shortlisting of institutes may be carried out based on, inter alia, the rankings provided by National Institutional Ranking Framework (NIRF) or other such widely followed ranking and/or the number of interested eligible candidates and profiles of such candidates as submitted by the institute, etc.
 - ii. Shortlisting of candidates may be carried out based on, inter alia, their academic performance, relevant work experience, knowledge of computer programming languages, databases and data analytics tools, relative rank of candidate within the class or batch, etc.
- d. **Interviews:** The shortlisted candidates will be asked to appear for interviews at SEBI Head Office at their own cost. Assessment during the interviews will be, inter alia, based on demonstration of computer programming, problem solving, data analytics as well as soft skills, such as communication skills.
- e. SEBI shall intimate the respective institutes regarding the selected candidates.

13. Data Privacy & Intellectual Property Rights

- a. The confidential internal data shared with the interns will be the property of SEBI and the interns will be refrained from making any personal use of the confidential data. Interns will be required to furnish to SEBI a declaration of secrecy in the prescribed format before commencement of the internship.
- b. SEBI shall be entitled to all intellectual property and other proprietary rights, including but not limited to patents, copyrights, trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the interns develop as part of their engagement.

14. Code of Conduct

- a. The interns shall be bound by the code of conduct as may be prescribed by SEBI in this regard from time to time.

15. No Right of Selection or Appointment

- a. SEBI retains the right to select or reject any eligible institute and/or candidate without assigning any reason therefor.

- b. The selected candidates shall have no right / claim for placement / employment in the Securities and Exchange Board of India by virtue of their internship.

16. Right of Modification, Suspension or Termination

- a. SEBI retains the right to request modifications in the terms of internship program, suspend or terminate an intern or an institute from this internship program or discontinue the internship program without assigning any reason.

17. Liability of Institute

- a. The institute shall solely be liable for non-compliance with any applicable laws, regulations, guidelines, etc. and losses or consequences arising therefrom. SEBI shall in no way be held liable for any non-compliance and/or the loss or consequences arising therefrom.

Any clarifications in this regard may be sought by email to itdinternship@sebi.gov.in.

**Annexure 1 - Format for Application for Expression of Interest and Intimation
of Proposed Course Structure by Educational Institute**

To

Chief General Manager,
Information Technology Department,
SEBI Bhavan, C4-A, G Block,
Bandra Kurla Complex, Bandra (East),
Mumbai – 400051,
Maharashtra, India.

Subject: Application for Expression of Interest and Intimation of Proposed Course Structure

Dear Sir / Madam

We, <Institute Name>, wish to express our interest to participate in the **SEBI ITD Internship Program 2021**.

We hereby declare that the institute offers an AICTE recognized full-time MBA/MCA or equivalent degree or diploma of a duration of two years and that the institute is:

- either recognized by or affiliated with a university recognized by the University Grants Commission or by any other commission / council / board / body established under an Act of Parliament in India for the purpose; or
- established by the central government or any state government; or
- autonomous institute falling under administrative control of Government of India or any state government.

(Please tick against the applicable point and furnish the relevant documents)

We hereby declare that the institute will structure its course in such a manner which allows the students selected under SEBI ITD Internship Program 2021 to undergo internship at SEBI for a contiguous period of minimum 1 year comprising of either 2 semesters and 1 summer / winter internship period or 3 trimesters and 1 summer / winter internship period, wherein the students will undergo internship at SEBI for at least 3 days in a week (excluding Saturdays, Sundays and Public Holidays). A month-wise estimate of the number of days in a year that the students shall undergo internship at SEBI is provided on a separate sheet of paper annexed to this application.

We hereby declare that the institute shall provide due academic credits for the internship undergone by their students as part of this program. The assignment of

these credits shall be based on the performance assessment report of the intern provided by SEBI to the institute.

We hereby declare that the information submitted by our students in their profiles is true to best of our knowledge and that each of them complies with the eligibility criteria laid down by SEBI.

We hereby declare agreement and adherence to all the terms and conditions as laid down by SEBI in this regard.

<Person Name>, <Person Designation>, is authorized to act as the nodal point of communication with SEBI for all matters related to this internship program. His / Her contact details are given below:

..... (Contact Number)

..... (Email ID)

Yours sincerely

..... (Signature with College Stamp)

..... (Name)

..... (Date)

Enclosures:

1. Documents certifying the recognition or affiliation of the institute and the course
2. A month-wise estimate of number of days in a year that the interns will undergo internship at SEBI.
3. Profiles of the interested eligible candidates in the prescribed format (**Annexure 2**)

Annexure 2 – Format for Candidate Profile

<Candidate Name>	<Email id>	<Contact No.>	<Age (Years & Months)>	<Gender>
<Institute Name>	<Candidate Father's Name>	<Nationality>	<Candidate Address>	
Educational Qualifications				
<Post Graduate Degree/Diploma> <i>(present/past)</i>	<Name of Institute & University>	<Stream / Specialization>	<GPA or Percentage>	<Rank>
<Graduate Degree>	<Name of Institute & University>	<Stream / Specialization>	<CGPA or Percentage>	<Rank>
Certifications				
• <Name>	<Details>			
• <Name>	<Details>			
Work Experience				
<Company Name>	<Last Designation held>	<Joining> (mm/yy)	<Relieving> (mm/yy)	
Roles & Responsibilities • •				
Accomplishments • •				
<Company Name>	<Last Designation held>	<Joining> (mm/yy)	<Relieving> (mm/yy)	
Roles & Responsibilities • •				
Accomplishments • •				
Knowledge of Computer Programming Languages, Databases, & Data Analytics Tools				
• • • •				
Key Projects / Internships / Extracurricular Activities / Volunteering Experience				
• • • •				
Undertaking				
The information provided above is true to the best of my knowledge and I comply with the eligibility criteria for candidates laid down by SEBI for the purpose of SEBI ITD Internship Program 2021.				
<Signature of Candidate>				
<Date>				