

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

INTERNSHIP SCHEME :2022

1. PURPOSE:

An internship is an opportunity for a student to secure first hand and practical work experience under the guidance of a qualified and experienced Mentor. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. These “Interns” shall be given adequate exposure to various Technology tracks and other units within UIDAI Headquarters, Technology Centre and Regional offices and would be expected to work in the field of application development, legal domains (like cyber laws/IT act) & general management. For the “Interns” the exposure to the functioning of the UIDAI & the technologies applied shall be an add-on furthering their future career prospects in niche technology, legal domains, management and many other areas as the case may be.

2. ABOUT UIDAI:

- 2.1 The Unique Identification Authority of India (UIDAI) is a statutory authority established under the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (“Aadhaar Act 2016”) on 12 July 2016 by the Government of India, under the Ministry of Electronics and Information Technology (MeitY). The Aadhaar Act, 2016 has been amended by the Aadhaar and Other Laws (Amendment) Act, 2019 (14 of 2019) w.e.f. 25.07.2019.
- 2.2 UIDAI was created to issue Unique Identification numbers (UID), named as "Aadhaar", to all residents of India. The UID had to be (a) robust enough to eliminate duplicate and fake identities, and (b) verifiable and authenticable in a easy, cost-effective way. UIDAI has issued 131.68 crore Aadhaar numbers to the residents of India as on 31st March 2022.
- 2.3 Under the Aadhaar Act 2016, UIDAI is responsible for Aadhaar enrolment and authentication, including operation and management of all stages of Aadhaar life cycle, developing the policy, procedure, and system for issuing Aadhaar numbers to individuals and perform authentication and the security of identity information and authentication records of individuals.

3. OBJECTIVE:

- 3.1 To allow young academic talent to be associated with the UIDAI’s work for mutual benefit.

- 3.2 The “Interns” shall have an opportunity to know about the UIDAI functioning. It will enable UIDAI to interact with young scholars and to get fresh ideas and study/research support from the field of academics. At the same time, it will provide an opportunity to young scholars to contribute in the UIDAI work and have an insight into the related technical domains, management fields or related legal aspects.

4. ELIGIBILITY:

4.1 Intern:-

Only Indian Citizens are eligible to apply under this policy. Bonafide students of any recognized University/ Institution within India or abroad, fulfilling following conditions are eligible to apply for the internship:

- a. **Students studying in 3rd / 4th year (Final or pre-final)** in B.Tech / BE course of any discipline and secured minimum 60% marks (GPA avg of 6.0) in all prior semester examinations.
- b. **Graduate students having completed/ appeared in the term end exams of first year/ 2nd semester of their post graduate programme or pursuing research/ PhD and secured not less than 60%** or equivalent marks in Graduation.
- c. The students who have appeared in the final exam or just completed Graduation/PG and waiting for admission for higher studies or job may also be considered for internship provided that
 - i. They have secured 60 % or more cumulative marks in all the years/ semesters of their graduation/ post-graduation till the date of application.
 - ii. The period between the month of declaration of result of final exam and the desired month of internship should not exceed six months e.g. if the result is declared in the month of June then he/she can apply for the internship beginning till the month of December.

- (ii) **Period: The period of Internship shall be at least six weeks but not exceeding 12 months.** Interns not completing the requisite period will not be issued any certificate.

4.2 Fellowship to PhD candidates:

- i. The student must be registered for a PhD at an Indian institution. Recommendation letter must be from the PhD supervisor.
- ii. These fellowships are for six to nine months (extendable to 12 months) on Computer Science (including, but not limited to IT Act and cyber laws related to Data Privacy, cyber security, digital economy, Block chain, quantum computing, computer vision, artificial intelligence, machine learning and big data analytics) and on Public Policy and Management.

4.3 Interns / Fellows not completing the requisite period will not be issued any certificate.

5. PLACE OF INTERNSHIP:

5.1 All the interns should work either at the Technology Centre, Bengaluru or Regional offices of UIDAI or UIDAI Headquarters or assigned from a remote location under the guidance of Project Supervisor (not below the Director rank).

5.2 Internship is neither a job nor an assurance of Job with the Authority. However, UIDAI hires Technical Executives from premium Engineering colleges on payroll of NISG. During campus hiring, Selection Committee may give weightage to interns provided that :

- i. UIDAI visit for campus hiring in that colleges where intern studying.
- ii. Already shortlisted for interview on own merit through written examination process of campus hiring.
- iii. During internship in UIDAI, project Supervisor awarded higher rating to such intern(s).

6. STIPEND:

The interns shall be paid Stipend per month at the rates mentioned in table below. Such stipend is subject to submission of satisfactory report from the supervisor (not below the rank of Director) only. The monthly rate of stipend to be paid to interns is as under:

Sl. No.	Subject	Technical		Professional		Non Technical	
		Premises	Remote	Premises	Remote	Premises	Remote
1	B Tech	30000	15000	NA		NA	
	M Tech	40000	20000				
2	MBA	NA		40000	20000	NA	
3	Other relevant fields like Economic and Law	NA		NA		UG	20000
						PG	30000
4	Phd	50000	25000	NA		NA	

Note:-

PhD candidates, who may already be drawing a fellowship / financial benefit/ stipend, will be eligible for gap amount only.

7. HOW TO APPLY:

- 7.1 Interested and eligible students need to apply online only (UIDAI website), when it is notified. Till facility of online application is in place, prospective candidate may apply to UIDAI ROs/ Technology Centre/ Divisions of HQ in the prescribed form as per the Annexure-X (containing Designation of DD Concerned and postal address).
- 7.2 Candidates applying for 1 year Internship should apply within 6 months from the completion of the final exam as mentioned at para 4.1 'c' of these guidelines.
- 7.3 The application needs to be sponsored /forwarded by the Institution where the applicant is currently enrolled in, in the prescribed format.
- 7.4 The selected candidates may be asked by the Regional Office / division to submit the soft copy of their NOC from their Head of the Department/Principal by giving sufficient time before issuance of the offer letter by the vertical head. It also has to be indicated in the NOC that the student would not be registered for any course requiring his/her attendance in the class during the period of internship. The Tech Centre / Regional office/division has to obtain the original NOC issued by the college/institution at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled by the UIDAI.

8. SELECTION:

- 8.1 The selection of the interns will be made based on the recommendations of the Selection Committee constituted by the concerned DDG of RO/Tech Center /Division of Hqrs for the purpose and with the approval of the Competent Authority of UIDAI
- 8.2 For selection of interns, personal or virtual interview may be conducted, if deemed necessary and no TA/DA shall be paid for attending the personal interview.
- 8.3 The decision of the concerned DDG heading respective office (Tech Centre/ Regional office/ Division of Head quarters) regarding the suitability of a candidate as intern shall be final and binding.

9. NUMBER OF INTERNS:

The maximum number of interns that can be on-boarded location-wise for internship per year should be restricted as under:

a) Tech Centre:

Sl. No.	Discipline	No. of interns	Tenure
1	PG in Management	02	2-6 months
2	BE/B Tech in 3 rd year or 4 th Year final Sem or M Tech in 1 st year or 2 nd year	10	2-6 months
3	BE/B Tech/ M Tech post final year	10	1 year
4	Phd	5	1 year

b) Regional Offices

Sl. No.	Discipline	No. of interns	Tenure
1	Post-graduation 1 st year	2	2-6 months
2	Under Graduate 2nd year	2	2-6 months
3	BE/B Tech in 3 rd year or 4 th Year final Sem or M Tech in 1 st year or 2 nd year	2	2-6 months
4	PG in Management /BE/B Tech /M Tech post final year	2	1 year
5	Phd	2	Upto 1 year

c) Divisions of UIDAI HQ

Sl. No.	Discipline	No. of interns	Tenure
1	Post graduation 1 st year	1	2-6 months
2	Under Graduate 2nd year	1	2-6 months
3	BE/B Tech in 3 rd year	1	2-6 months
4	BE/BTech in 4 th Year final Sem	1	2-6 months
5	PG in Management /BE/B Tech /M Tech post final year	1	1 year
6	Phd	1	1 year

- ii. Technology Centre, Bengaluru, UIDAI ROs and FWs of UIDAI HQ would be responsible for calling of application for Internship on requirement basis within the above prescribed ceiling. The above ceiling may be relaxed with the permission/approval of CEO, UIDAI.

10. LOGISTIC SUPPORT:

- 10.1 The Intern has to make his/her own accommodation arrangement during the internship in case of working from UIDAI premises. They shall arrange their own

transport to and from office. However, basic lodging facilities can be made available on payment basis in UIDAI Technology Centre, only.

- 10.2 The Intern will not be given any Computer System/Laptop etc for carrying out his/her assignments during the internship. The intern shall be required to bring his/her own Laptop for carrying out the works assigned to him/her.
- 10.3 The intern may be given access to the office internet, which shall be at the sole discretion of the supervising officer and subject to compliance of Information Security policy of UIDAI.

11. SUBMISSION OF REPORT/PAPER:

- 11.1 The interns will be required to submit a Report on the work undertaken at the end of the internship to the UIDAI with due approval.
- 11.2 The project report prepared for the sponsoring institution in which the intern is enrolled is required to be identical in all respects.
- 11.3 The interns must furnish a “No Demand Certificate” to UIDAI in the prescribed format after completion of project work along with soft copy and hard copy of the project report.

12. EXPERIENCE CERTIFICATE:

The UIDAI will issue certificate for the period of internship in UIDAI at the end of the internship subject to completion of assigned work, duly recommended by the concerned reporting officer.

13. CODE OF CONDUCT:

- 13.1 The interns shall be required to maintain confidentiality of all the documents/reports and or any information received by him/her during his/her internship period. The interns shall not reveal to any person or organisation any information relating to the Department, its work and policies.
- 13.2 The interns may also be required to sign an undertaking as per the Annexure-I, prior to the commencement of the internship.
- 13.3 The interns and the Sponsoring Institution concerned shall have no claim whatsoever on the results of the project work. The UIDAI retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any that maybe generated during the course of project work.

13.4 However, interns may with the prior approval of UIDAI present their work to academic bodies and at seminars /conferences. Even for this purpose, information that is confidential to the UIDAI cannot be revealed under any circumstances.

13.5 The interns shall not engage with third parties such as potential vendors, experts, professionals, civil society groups and others, unless necessary, in order to fulfil their responsibilities towards the UIDAI project.

13.6 Interns are not authorized to represent the UIDAI in public forums, conferences and meetings or to interact with the media (print or visual).

14. OTHER MODALITIES & TERMINATION OF INTERNSHIP:

14.1 All the interns will be given clearly outlined work so that they can complete it within the engagement period and contribute to UIDAI in a meaningful manner.

14.2 The work of interns would be reviewed by their respective project supervisor in an institutional manner and due feedback/guidance will be provided.

14.3 Any student who is found to be lacking or disinterested after on boarding, she/he will be de-boarded with 15 days of notice. Students who are working remotely will be facilitated with access to test environment for effective contribution.

14.4 Interns should work only with the test data.

14.5 Interns must give written confirmation to transfer their enrolment packet to the non-production environment to facilitate testing of the applications.

14.6 Interns will be explained about the UIDAI's security policy and has to sign a non-disclosure agreement.

15. SCHEME REVIEW:

UIDAI reserves the right to review the Scheme at any time. The Scheme so reviewed will be placed on the website of UIDAI.

16. RELAXATION:

Notwithstanding anything contained above, the CEO, UIDAI have the power to relax any of the conditions in respect of any deserving candidate.

UNDERTAKING

- a) I will follow the rules and regulations of the Authority that are in general applicable to employees of the authority.
- b) I will follow the strict confidentiality protocol of the Authority and shall not reveal to any person or organization confidential information on the Authority, its work and its policies.
- c) Any papers and documents written (if any) and / or published by me will carry the caveat that the view are the personal views of the intern and do not represent or reflect the view of the authority.
- d) I will conduct myself professionally in my relationship with the Authority and the Public in general. I will enter into the "Non-Disclosure Agreement" with UIDAI on joining.

Place:

Date:

Name & Signature of the Candidate:

Proforma of Application for Internship in UIDAI

1. Registration No :
2. Name :
3. Father's Name :
4. Address for correspondence :
5. Contact Number :
6. E-mail :
7. Date of Birth :
8. Educational Qualification (Starting from 12th onward)

Sl No	Name of Board/University/Institute	Course details	Discipline	Year of Joining (month/year) M	Pursuing/Completed	Consolidated/cumulative Percentage/Grade/CGPA as on final/Last Semester/year attended
1						
2						
3						
4						

9. Place of Internship :

10. Period of Internship (2 months/6 months etc.)

11. Desired Month for commencement (2022-23)

12. Area of interest (please indicate courses taken/certification done which quantify you for the role)

13. Remarks (In brief not exceeding 50 words):

I declare that the information given by me is true, correct and to the best of my knowledge and nothing has been concealed

Date:

Place of submission:.....

Name & Signature:

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr/Ms. _____ a student of University/Institution _____ has successfully completed his/her Internship with _____ (Name of office) Unique Identification Authority of India from _____ to _____. During the period of Internship he/she worked under _____ in the following areas.

(i)

(ii)

2. He/She has shown special flair for _____ and his/her performance in preparation of the report has been rated as _____.

3. During the period of his/her internship programme he/she was punctual and hardworking.

4. I wish him/her every success in his/her life and career.

(Signature)

‘Annexure C’

(Applicable to students who are still pursuing their studies)

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION

(To be given on Letter Head)/ To be signed by HOD/Principal)

Dated:-

Subject: No Objection Certificate for UIDAI Internship Programme.

It is certified that Mr./Ms _____ is a bonafide
student College ID No. _____ of Semester/Year of
_____ of this Institution/College.

The Institution/College has no objection for doing the Internship programme at UIDAI
for the period from _____ to _____. It is also certified that he/she is
not registered for any course requiring his/her attendance in the class during the said period.

The conduct of the student as recorded by the college/institution has been found
good/satisfactory/unsatisfactory.

(Signature and Seal)

Annexure-D

MUTUAL NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ("**Agreement**") is entered on <.....> by and between

Name of RO/Tech Center /Division of Hqrs	_____
Address of RO/Tech Center /Division of Hqrs	"Intern of _____"
Province/State/Country/Postal Code -	Address _____
Place of Incorporation –	Province/State/Country/Postal Code _____
Referred as the Contractor/ Disclosing party	Place of Incorporation - _____
	Referred as Receipt Party _____

WITNESSETH

(A) UIDAI, Tech Centre, Bengaluru shall undertake executing the said assignment with Shri _____. In connection with the abovesaid the Disclosing Party may disclose to the other certain confidential, technical and business information which the Disclosing Party desires the Recipient Party to treat as confidential.

(B) Shri _____ has been employed as an Intern by (Name and Address of **RO/Tech Center /Division of Hqrs.**)

NOW THEREFORE, in consideration of the mutual agreements and covenants hereinafter set forth, (**Name of office**) and Shri _____ hereby agree as follows.

1. As used herein, "Confidential Information" shall mean any and all technical and non-technical information to be provided by either party ("the Disclosing Party") to the other ("the Recipient"), including but not limited to (a) intellectual property (b) trade secrets; (c) proprietary information related to the current, future, and proposed products and services of the Disclosing Party including, without limitation, mask works, ideas, samples, media, techniques, sketches, drawings, works of authorship, models, inventions, know-how, processes, apparatuses, equipment, algorithms, software programs, software source documents, and formulae, its information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing, manufacturing, customer lists, investors, employees, business and contractual relationships, business forecasts, sales and merchandising, marketing plans, information the Disclosing Party provides regarding third parties; and (d) such other information which by its nature or the circumstances of its disclosure is confidential. All Confidential Information provided by the Disclosing Party to the Recipient shall remain the sole and exclusive property of the Disclosing Party.
2. The Recipient agrees that at all times it shall: (a) only disclose the Confidential Information to Shri _____ who have written and binding non-disclosure obligations with disclosing party that are as restrictive as those herein and then only for the Purpose; (b) will hold in strict confidence and not disclose to any third party the Confidential Information, except as approved in writing by the Disclosing Party, and (c) will use the Confidential Information for no purpose other than evaluating or pursuing a business relationship with the Disclosing Party; (d) not reproduce Confidential Information in any form except for the Purpose; (e) not use the Confidential Information to make, have made or sell any products or services that compete with any of Disclosing Party's products or services and (f) not reverse engineer, decompile, or disassemble any Discloser Confidential Information.
3. The Recipient shall immediately notify the Disclosing Party, in writing, upon discovery of any threatened breach, actual loss, or unauthorised disclosure of the Confidential Information.
4. The Recipient's obligations under this Agreement with respect to any portion of the Confidential Information shall terminate when the Recipient can document that: (a) it was in the public domain at the time it was communicated to the Recipient by the Disclosing Party; (b) it entered the public domain subsequent to the time it was communicated to the Recipient by the Disclosing Party through no fault of the Recipient; (c) it was in the Recipient's possession free of any obligation of confidence at the time it was communicated to the Recipient by the Disclosing Party; (d) it was rightfully communicated to the Recipient free of any obligation of confidence by a third party subsequent to the time it was communicated to the Recipient by the Disclosing Party; (e) it was developed by employees or agents of the Recipient independently of and without

reference to any Confidential Information communicated to the Recipient by the Disclosing Party; or (f) it is required to disclose pursuant to an order of a duly empowered government agency or a court of competent jurisdiction ,provided due notice and an adequate opportunity to intervene is given to the Disclosing Party ,unless such notice is prohibited by such order.

5. Upon written request of the Disclosing Party, the Recipient shall promptly return to the Disclosing Party all documents and other tangible materials representing the Confidential Information and all copies thereof, or certify the destruction thereof.
6. The Parties recognise and agree that nothing contained in this Agreement shall be construed as granting any property rights to the Recipient, by license or otherwise, to any Confidential Information of the Disclosing Party disclosed pursuant to this Agreement, or to any invention or any patent, copyright, trademark, or other intellectual property right in connection therewith. The Recipient shall not derive any profit from the use of the Confidential Information in an unauthorised manner to the exclusion of the Disclosing Party.
7. The Disclosing Party reserves all other rights in and to its Confidential Information. All confidential information is provided “As-Is” without any kind of warranty. Each party disclaims all warranties, whether express or implied, including any warranties of title, non-infringement, merchantability and fitness for a particular purpose.
8. The Confidential Information shall not be reproduced in any form except in accordance with the provisions of this Agreement. Any reproduction of any Confidential Information by the Recipient shall remain the property of the Disclosing Party and shall contain any and all confidential or proprietary notices or legends, which appear on the original, unless otherwise authorised in writing by the Disclosing Party.
9. The Recipient acknowledges that its breach of the Agreement may cause irreparable damage to the Disclosing Party and agrees that the Disclosing Party shall be entitled to seek injunctive relief under this Agreement, as well as such further relief as may be granted by a court of competent jurisdiction.
10. Notwithstanding anything to the contrary elsewhere herein and except with respect to claims based upon wilful, malicious or grossly negligent conduct of the liable party, neither party shall be liable for any incidental, indirect, special, exemplary, punitive or consequential damages, including but not limited to loss of revenue, income or profits, howsoever caused.
11. The Confidential Information may be subject to Disclosing Party’s home country export control laws and regulations, and may be subject to export and import regulations in other countries, too. Recipient agrees that it will not export, re-export or transfer the Confidential Information, or any products developed with or utilizing the Confidential

Information or any other product from a Party hereto, in violation of any such applicable laws or regulations of from where the Confidential Information was obtained.

12. The Agreement contains the final, complete and exclusive agreement of the Parties relative to the subject matter hereof and supersedes all prior and contemporaneous understandings and agreements relating to this subject matter and may not be changed, modified, amended or supplemented except by written instrument signed by both Parties. If any provision of this Agreement is found by a proper authority to be unenforceable or invalid, such provision shall be severed and the remainder of the Agreement will continue in full force and effect. The Recipient hereby acknowledges that no remedy at law will afford Discloser adequate protection against or appropriate compensation for breach of Recipient's obligations under this Agreement. The Recipient agrees that Discloser shall be entitled to seek specific performance of Recipient's obligations.
13. Neither Party will assign or transfer any rights or obligations under this Agreement without the prior written consent of the other Party.
14. This Agreement shall be governed by and construed in accordance with the laws of the India and the Parties hereby submit to the jurisdiction of the courts of _____.
15. This Agreement may not be amended except in writing by the Parties hereto.
16. Term: This Agreement shall continue in full force and effect for a term till completion of the contract from the Effective Date. The termination of this Agreement shall not relieve either Party of its obligations with respect to Confidential Information disclosed under this Agreement for a period of 4 (four) years from the Effective Date.

IN WITNESS WHEREOF, the Parties hereto have caused this Non Disclosure Agreement to be executed by their duly authorized officers or agents on the date first set out above.

By: UIDAI

By : Shri

Authorized Signature

Authorized Signature

Name and Title

Name and Title

Annexure X

SL. No.	Location	Name and Address of Concerned Person
1.	UIDAI Regional Office, Bengaluru	Deputy Director (HR), UIDAI Regional Office, Bengaluru, Khanija Bhavan, No. 49, 3rd Floor, South Wing Race Course Road, Bengaluru – 560001
2.	UIDAI Regional Office, Chandigarh	Deputy Director (HR), UIDAI Regional Office, Chandigarh, SCO 95-98, Ground and Second Floor , Sector 17- B, Chandigarh 160017
3.	UIDAI Regional Office, Delhi	Deputy Director (HR), UIDAI Regional Office, Delhi, Ground Floor, Supreme Court Metro Station, Pragati Maidan, New Delhi-110001
4.	UIDAI Regional Office, Guwahati	Deputy Director (HR), UIDAI Regional Office, Guwahati, Block-V, First Floor, HOUSEFED Complex, Beltola-Basistha Road, Dispur, Guwahati - 781 006
5.	UIDAI Regional Office, Hyderabad	Deputy Director (HR), UIDAI Regional Office, Hyderabad, 6th Floor, East Block, Swarna Jayanthi Complex, Beside Maitrivanam, Ameerpet Hyderabad-500 038, Telangana State
6.	UIDAI Regional Office, Lucknow	Deputy Director (HR), UIDAI Regional Office, Lucknow, 3rd Floor, Uttar Pradesh Samaj Kalyan Nirman Nigam Building, TC-46/ V,Vibhuti Khand, Gomti Nagar, Lucknow- 226 010
7.	UIDAI Regional Office, Mumbai	Deputy Director (HR), UIDAI Regional Office, Mumbai, 7th Floor, MTNL Exchange, GD Somani Marg, Cuff Parade, Colaba, Mumbai - 400 005
8.	UIDAI Regional Office, Ranchi	Deputy Director (HR), UIDAI Regional Office, Ranchi, 1st Floor, JIADA Central Office Building, Namkum Industrial Area,Near STPI Lowadih, Ranchi - 834 010
9.	UIDAI Technology Centre,	Deputy Director (HR), UIDAI Technology Centre, Bengaluru Aadhaar Complex, NTI Layout, Tata Nagar, Kodigeha Bengaluru – 560092
10.	UIDAI HQ	Deputy Director [Division Name (_____) any one of the Functional Wing of UIDAI HQ as given in Annexure XI] Unique Identification Authority Of India , Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi – 110001

Annexure XI

- i. Enrolment & Updation Division
- ii. Aadhaar Usage Division
- iii. Authentication and Verification Division
- iv. Media Division
- v. Information Security Division
- vi. Technology Innovation and Support Division
- vii. Finance & Accounts Division
- viii. Customer Relationship Management & Logistics and Channel Interface Division
- ix. Training, Testing and Certification Division
- x. Human Resource Division.
- xi. Administration Division.
- xii. Knowledge Management Division.
- xiii. Legal Division.
- xiv. Co-ordination Division.