

No. TPRU/Intern/2025-26/351
भारत सरकार / Government of India
वित्त मंत्रालय / Ministry of Finance
राजस्व विभाग / Department of Revenue
कर नीति अनुसंधान इकाई / Tax Policy Research Unit

New Delhi, Dated the 30 September, 2026

TPRU Internship Policy

Preamble:

This policy seeks to engage students pursuing Postgraduate Degrees, or Research Scholars enrolled in a recognized University/Institution in India or abroad, as "Interns" with the Tax Policy Research Unit (TPRU). Interns shall be given exposure to the functioning and developmental policy issues handled by TPRU, and would be expected to contribute policy inputs -including empirical analysis, briefing reports, and policy papers -during their engagement. For the Interns, exposure to the functioning of the Government of India may be an add-on in furthering their future academic and professional interests.

1. **The policy shall be called "TPRU Internship Policy."**
2. **Target Audience and Eligibility:** The internship is open to bonafide students pursuing Postgraduate degrees, or Research Scholars enrolled in a recognized University/Institution in India or abroad.
3. **Core Objective:** The policy is designed to provide interns with short-term exposure to government functioning and developmental policy issues in the domain of tax policy, while enabling them to contribute meaningful policy inputs such as empirical analysis, briefing notes, and policy papers to TPRU.
4. **Nature of Engagement and Remuneration:**
 - a. The internship shall be conducted strictly on an unpaid, voluntary basis. No stipend, honorarium, or remuneration of any kind shall be paid to the intern.
 - b. The engagement does not constitute an offer of employment, and confers no claim -express or implied -to any position within TPRU, Department of Revenue, or the Government of India.
5. **Logistics and Equipment:** Interns are required to bring their own laptops. TPRU shall provide working space, internet facilities, and such operational support as may be necessary for the intern to discharge the assigned work.
6. **Availability and Duration:**
 - a. Internship opportunities under this policy are available throughout the year, subject to organizational requirements and the vacancy position in the Unit.
 - b. The duration of the internship shall not be less than six (06) weeks and shall

not exceed six (06) months.

- c. Interns who fail to complete the mandatory minimum period of 6 weeks shall not be issued an experience certificate.

7. Application Process:

- a. Applications shall be accepted online exclusively between the 1st and 10th day of every month on TPRU's official email id- **tpru.admin@gov.in**.
- b. An application may be submitted up to four (04) months in advance of the desired internship month, but not later than one (01) month prior to it.
- c. A candidate may apply under this policy only once during a single financial year.

8. Capacity of Engagement:

- a. TPRU may engage a maximum of three (03) interns at any given time.
- b. This limit may be relaxed only with the express permission of the Head of the Office.

- 9. **Selection:** The decision of the Head of the Office regarding the suitability of a candidate for engagement as an intern shall be final and binding.

10. Joining Formalities and Verification of Credentials:

- a. Selected candidates must produce, at the time of joining, an original No Objection Certificate (NOC) from their parent institution, confirming that they are not enrolled in any course requiring classroom attendance during the period of the internship.
- b. Candidates must show original mark sheets along with the NOC at the time of joining for verification. Any discrepancy discovered in the documents submitted shall result in immediate cancellation of candidature.

11. Supervision, Conduct, and Data Access:

- a. The concerned officer of the Unit to which the intern is attached shall be personally responsible for ensuring that the agreed work programme and deliverables are completed satisfactorily.
- b. The conduct of the intern, and the intern's access to organizational data and records, shall be the sole responsibility of the concerned officer of the Unit.

12. Attendance:

- a. Interns must maintain a minimum of 90% attendance over the duration of the internship and shall mark their daily "In" and "Out" times.
- b. Where attendance falls below 90%, no extension of the internship shall be permitted, and no experience certificate shall be issued.

13. **Deliverables on Completion:** At the conclusion of the assignment, the intern must submit a brief report or paper detailing the work undertaken and the learning experience gained during the internship.
14. **Certificate of Completion:** On successful completion of the internship -including satisfactory attendance, conduct, and submission of the exit report -an official experience certificate, in the prescribed format, shall be issued by the Admin, TPRU.
15. **Relaxation and Amendment:**
 - a. The Head of the Office shall have the power to relax any condition or guideline under this policy in respect of a deserving candidate.
 - b. TPRU reserves the right to review and amend the provisions of this policy at any time, without prior notice.



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