

## **NOTIFICATION FOR SUMMER INTERNSHIP 2020-21**

### **Sub: Summer Internship for the Under Graduates of Engineering and Management Studies.**

IRCON has decided that during the year 2020-21, summer internship would be allowed to students who are pursuing Graduation/Post Graduation in Engineering, Management on the following terms & conditions:

1. Any Indian National pursuing Graduation/Post Graduation in Engineering (Civil, Electrical, Mechanical, Electronics and Computers Discipline Only) or MBA/PGDM/MSW or equivalent from Institutes of National and International repute is eligible to apply. Preference will be given to the wards of IRCON's employees
2. Students pursuing Post Graduation in Engineering should have obtained a First class Graduate Degree and the Students pursuing Undergraduate Course in Engineering should have completed at least two years of study in Degree and should have consistently good academic record.
3. Students pursuing MBA/PGDM/MSW or equivalent should have obtained a First Class Graduate Degree and should have completed one year of course.
4. The Percentage criteria would not be a bar for the wards of IRCON employees.
5. The duration of summer internship shall not be more than Eight (08) weeks.
6. No fees will be charged from the trainees.
7. No remuneration in the form of stipend, salaries or allowances of any kind will be paid to the trainees by IRCON.
8. Any loss or damage to equipment and fittings that may be caused by the trainee during the course of training in workshop etc. should be indemnified by the Parent/Guardian of the student.
9. The trainee will be under the administrative control and discipline of the Head of Unit/Office/Project concerned.
10. The trainee will not be treated as employee of IRCON and as such will not be entitled to any compensation or damages from IRCON for any injury to him/her or his/her properties etc. during the period of summer internship.
11. The trainees will have to conform to all general rules and regulations of Discipline and Conduct Rules of IRCON.
12. The internship course shall not confer any claim/right for employment in any office / project under the administrative control of IRCON.
13. At the time of reporting for summer internship, trainee is required to submit a declaration in the **prescribed proforma, copy enclosed, from the Institute where the student is pursuing the studies.**

14. On successful completion of the summer internship, the trainee will have to submit a report giving their feedback including ideas /suggestions for innovation etc. A certificate will be issued to the trainee by IRCON.
15. IRCON may terminate the summer internship of the candidate at any time, as deemed fit, without assigning any reason. The decision of the IRCON shall be final in this regard. Also an intern can leave the programme, if he/she desires, giving prior notice of 7 working days to the controlling officer. No certificate shall be awarded to such intern.
16. The requests will be scrutinized by the standing committee to be constituted by the CMD, IRCON and depending on the merits, candidate would be selected for internship by IRCON
17. Applications neatly typed in the prescribed proforma/format should be sent to Addl. General Manager/HRM, IRCON INTERNATIONAL LIMITED, C-4, District Centre, Saket, New Delhi-110017 on or before the last date of receipt of application.
18. The envelope containing duly signed application should be clearly superscribed "NOTIFICATION FOR SUMMER INTERNSHIP 2020-21".
19. Before sending the application, candidates should ensure that all the entries are properly filled and are correct. Only duly signed applications will be considered.
20. Candidates/Students should clearly note that IRCON will in no case will be responsible for rejection of application on account of application being incomplete, non-submission of application or any delay in receipt thereof on any account whatsoever.

**IMPORTANT DATES:**

PARTICULARS	DATES
Date of Issue of Notification in IRCON Website.	02.03.2020
Last date of receipt of application in prescribed Proforma/Format.	31.03.2020

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### **FORMAT FOR DECLARATION BY TRAINEE**

With reference to the offer for internship vide letter No. \_\_\_\_\_ dated \_\_\_\_\_, I hereby undertake the following that:

- i) I will be doing internship from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ (Preferred Location).
- ii) I am not entitled to any remuneration in the form of stipend, salary or allowance of any kind by IRCON.
- iii) I would be abiding by all General rules and regulations of discipline and conduct Rules of IRCON.
- iv) I am liable to compensate to IRCON for any loss or damage to equipment and fittings that may be caused during the course of training.
- v) I will not be treated as employee of IRCON and as such will not be entitled to any compensation or damages from IRCON for any injury to me or to my property etc.
- vi) I agree to be under the administrative control and discipline of the Head of Unit/office/ Project concerned.
- vii) I will not claim any advantage for employment in IRCON in future on the basis of the internships.

Date

Name

Institute:

Course:

### **Declaration by the Parent / Guardian of Trainee**

\_\_\_\_\_ (name of the Parent / Guardian) undertakes to indemnify IRCON for any loss or damage to equipment and fittings that may be caused by Mr./Ms. \_\_\_\_\_ (name of the trainee) during his/her internship with IRCON.

Date

Signature  
Name

Countersigned by

(Authorised Signatory)  
For Head of the Institute  
Stamp

IRCON INTERNATIONAL LIMITED  
Application for Student's Training  
**(Summer Internship Training)**

Affix recent  
Passport size  
Photograph

Details of the trainee (Strike out whatever is not applicable)

Name (in capital) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: M/F, Category: Gen/SC/ST/OBC/Others

Address for Correspondence  
\_\_\_\_\_  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile No. \_\_\_\_\_ E-mail \_\_\_\_\_

Father/Mother's Name: \_\_\_\_\_

Father/Mother's Occupation: \_\_\_\_\_

If employee of IRCON

Designation \_\_\_\_\_

Place of Posting \_\_\_\_\_

Mobile No \_\_\_\_\_ E-mail \_\_\_\_\_

Academic Details:

Name of the Present  
Institute \_\_\_\_\_

Name of the Present  
Course \_\_\_\_\_

Present Semester/year \_\_\_\_\_

Last semester %age \_\_\_\_\_ %age of 10+2: \_\_\_\_\_ (Attach proof)

Discipline in which Internship is sought \_\_\_\_\_

Duration of Internship From \_\_\_\_\_ To \_\_\_\_\_

Specific Area(s) of Work/Interest (in Block Letter) for the Internship in the order of Priority

(i)

(ii)

(ii)

Preferred Location for Internship \_\_\_\_\_

I \_\_\_\_\_ son/ daughter of  
\_\_\_\_\_ request the i/c nodal  
agency for granting me the permission to undertake  
student's training at IRCON- Corporate Office/ Site  
Office. I have not undergone any student's training in  
IRCON, of similar type before.

Date

(Signature of applicant)

This is to Certify that the information  
furnished above is correct to the  
best of our knowledge  
Recommendation \_\_\_\_\_ by  
HOD/Faculty/Training and Placement  
Officer.

Date

(Signature and Seal)

NOTE:

- a) Certificate Copy (In case of SC/ST/OBC)
- b) The application to be submitted with sponsorship letter from Institute.
- c) Trainee is not entitled to any remuneration in the form of stipend.
- d) Trainee will not claim any advantage for any employment.
- e) Trainee is liable to compensate to IRCON for any loss or damage to equipment and fittings that may be caused during the course of training.
- f) Trainee will not be treated as employee of IRCON and will not claim any compensation or damages from IRCON on any injury during the training.