



West Central Railway

**Head Quarters Office
Personnel Branch
Jabalpur**

No.WCR/P.HQ/Ruling/Internship Prog./2019/Misc

Dated 07.05.2019

AGM/WCR, All PHOD/CHOD, Secy. To GM/WCR
DRM(P) JBP, BPL, KTT
CWM/WRS/KTT, CRWS/BPL
Chairman RRC, Dy. CMM-BPL, KTT, Sports Officer

Sub:- Internship Programme of Ministry of Railways for the year 2019.

Ref:- Rly. Bd.'s letter No. 2019/E(Trg)/30/5 dated 29.04.2019

Railway Board has directed vide letter under reference to conduct internship programme for the year 2019-20 (Copy Enclosed). All divisions/workshops should conduct the internship programme for the year 2019-20 as per instructions mentioned in Railway Board's letter No. 2019/E(Trg)/30/5 dated 29.04.2019 and topics given earlier in Annexure-I to the Railway Board's letter dated 04.04.2018.

PHODs of all concerned departments may nominate one JAG officer in each unit who shall be incharge for conducting internship programme in the concerned unit as per Railway Board's instructions and instructions contained in this letter.

Interested and eligible students will have to submit their applications in prescribed format alongwith their CVs, covering letter from the Institution duly indicating the place where they intend to intern.

Following guidelines are being issued with the approval of competent authority for the said internship programme:-

- i) Facilities of internships will be offered to only those candidates who are still studying at Undergraduate level in Technical/Management areas and not to those who have passed the final examination and have left the Institution.
- ii) No fee would be charged from the trainees.
- iii) No remuneration in the form of stipend, salary or allowances of any kind will be paid to the trainees by the Railway administration. No pass and PTOs will be issued to them.
- iv) The trainees will have to confirm to all general rules and regulations of discipline and conduct at the Railway administration/Division concerned.
- v) The application of the student seeking internship should be sent to the concerned unit /Deptt. Directly alongwith a "No objection" certificate from the institution where the student is pursuing the studies. Any loss or damage to equipment and fittings that may be caused by the trainee during the course of training would have to be indemnified by the Parent/Guardian of the student.



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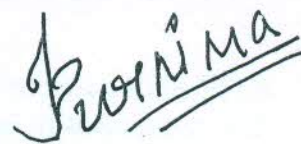
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- iv) The trainees will have to confirm to all general rules and regulations of discipline and conduct at the Railway administration/Division concerned.
- v) The application of the student seeking internship should be sent to the concerned unit /Deptt. Directly alongwith a "No objection" certificate from the institution where the student is pursuing the studies. Any loss or damage to equipment and fittings that may be caused by the trainee during the course of training would have to be indemnified by the Parent/Guardian of the student.

- vi) The trainees will not be treated as employees of the Railway administration/Divisions and as such will not be entitled to any compensation or damages from the Railway Administration/Division for any injury to them or to their property etc.
- vii) The trainees will be under the administration control and discipline of the head of the unit/office concerned.
- viii) On successful completion of the internship, the trainees will have to submit a report giving their feedback including ideas/suggestions for innovation etc. A certificate will be issued to them by the concerned Railway Administration/Divisions in the format prescribed by Railway Board. (Copy enclosed)
- ix) Railway Administration/Division would have the right to instruct an intern to terminate programme at any time, as deemed fit, without assigning any reason. The decision of the Railway Administration shall be final in this regard. Also, an intern can leave the programme. If he/she desires, giving prior notice of seven (07) working days to the controlling officer. No certificate shall be awarded to such an intern.
- x) The internship course shall not be confer any claim/right for any employment in any office/establishment under the administrative control of the Ministry of Railways/PSUs.

Application may be submitted to the concerned controlling Officer (Nodal officer) in format prescribed by Railway Board. Applications can be sent directly to the concerned Nodal officers. The nodal officer will be responsible for selecting the candidates to undergo internships and his/her decision will be final in all matters concerning the internships in his/her department.

A compliance report may be sent to this office.

DA: As above



(Purnima Jain)

Dy. Chief Personnel Officer/HQ
For PCPO/WCR/JBP



GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
RAILWAY BOARD

No.: 2019/E(Trg)/30/5

New Delhi, Dated: 29/04/2019

The General Managers,
All Indian Railways/Production Units


The GMs/CEOs/CMDs
All Public Sector Undertakings

Sub: Internship programme of Ministry of Railways
Ref: Board's letter no. 2019/E(Trg)/30/5 dt.

Based on the announcement in the Budget Speech for the year 2014-15, instructions have been issued for summer internships for the undergraduates of Engineering and management Studies in Zonal Railways, Divisions and PSUs of Indian Railways vide Board's letter under reference.

Accordingly, it has been decided by Board that Zonal Railways/Production Units/PSUs will conduct the internship programmes for the year 2019-20 at their level in accordance with the instructions. The programme has been notified by Railway Board on its website (www.indianrailways.gov.in > IR Personnel > Training Circulars) for all Zonal Railways/Production Units/PSUs (copy enclosed). The GMs of Zonal Railways/PUs/Heads of shall decide on (i) the subjects for internship, (ii) duration of the internship and (iii) the number of interns they can train. However, the total duration of the internship for one trainee shall not be more than 8 weeks. A copy of the certificate to be issued after completion of internship is enclosed.

The action taken in this regard may be intimated to this office.


(Padma Sharma)
Jt. Director(Training)
Railway Board



GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
RAILWAY BOARD

CERTIFICATE

This is to certify that Mr./Mrs. _____ student of _____ has undergone Summer Internship at (_____ Railway Zone/PU) from _____ to _____, 2019. The subject of the internship undertaken by Mr./Mrs. _____ is _____ and a copy of the Report is annexed to this Certificate.

His/Her performance and conduct during the training was good. We wish him/her success in life.

Date:
Place:

Signature of the concerned officer

