



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 formate 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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- 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

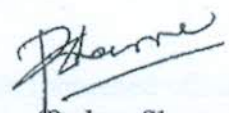
The GMs/CEOs/CMDs
All Public Sector Undertakings

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



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,
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Sub: Internship programme of Ministry of Railways

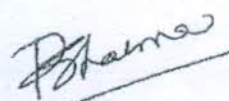
An Internship programme for the year 2019-20 is being conducted by the Ministry of Railways. Salient features of the internship programme of the Railways are as follows:

1.	Objective	To familiarize the students pursuing Graduation/Post Graduation in Engineering and MBA, with the working of Railways and formulation of policies. To allow young academic talent to be associated with the Railways work for mutual benefit. The internship is neither a job nor any such assurance for a job in the Indian Railways.
2.	Eligibility	Any Indian national pursuing Graduation/Post Graduation in Engineering (Civil, Electrical, Mechanical & Electronics, Computers disciplines only), Transportation Technology, Transportation Management or MBA from Institutes of National and International repute is eligible to apply. a) Students pursuing Post Graduation in Engineering should have obtained a First class Graduate Degree b) Students pursuing undergraduate course in Engineering should have completed at least two years of study in Degree and should have a consistently good academic record. c) Students pursuing MBA should have obtained a First Class Graduate Degree and should have successfully completed one year of the course. d) Students pursuing B.Sc (Transportation Technology) or BBA in Transportation Management having completed at least 1 year of study in the degree
3.	Duration	Duration of the internship will be two months during the financial year 2019-20
4.	Subject and Location	The area of study can include Logistics, Financial Management, HR, Materials Management, Project Management and other technical matters pertaining to Railways, as may be assigned to the Intern. He/She should also mention suggested areas of his/her interest and location to facilitate arrangement of the subject of study. However, assignment of the subject/topic shall be the prerogative of the administration.

6.	Stay Arrangements	Boarding and lodging arrangements will have to be made by the Intern. However, if such facilities are available in Railway premises, they can be provided on payment.
7.	Submission of paper	On completion of the Internship, the intern would be required to present a Report/Paper on the subject allotted to him/her
8.	Certificate of Internship	The Report/Paper submitted by the Intern would be evaluated. On successful completion of internship, a certificate of internship would be issued.
9.	How to apply	Interested and eligible students are to send their application (Annexure-I) along with their CVs covering letter from the Institute duly indicating the place where they intend to intern to CPO of the concerned Zonal Railway/Production Unit/PSU).
10.	Selection	The requests will be scrutinized by the ZR/PU/PSU and depending on the merits, candidates would be selected for internship by the concerned ZR/PU/PSU.

2. This issues with the concurrence of Finance Directorate of Railway Board.

Encl: Annex I


(Padma Sharma)
Joint Director E(Trg)
Railway Board

5. Educational Qualification(s) (Highest to be mentioned first)

S. No.	Degree/Qualification acquired	Name of College/school/institution	Univ./Board	Marks obtained (% age)	Year

6. (a) Details of projects undertaken, if an:
(b) Present status:

7. Discipline(s) in which internship is sought

8. Specific area(s) of work (in block letters) for the internship, in order of priority

(i)

(ii)

(iii)

9. Location/City preferred:

10. Duration months:

11. Any other relevant information:

12. I certify that the information furnished above is true to the best of my knowledge and belief:

(Signature of the candidate)

Date:

Place:

Authentication of particulars furnished above by the Institute/University

This is to certify that the information furnished by Mrs./Ms./Mr. _____ in the form of application above is correct to the best of our knowledge.
Recommendation by HOD/faculty.

1.

2.

(Signature & Seal of Authorized Official)