



A NAVRATNA Company

भारतीय कंटेनर निगम लिमिटेड
Container Corporation of India Ltd.

(भारत सरकार का उपक्रम)
(A Govt. of India Undertaking)

No. CON/HR/258

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Sub: Policy for Internship at Container Corporation of India Ltd. (CONCOR)

In the present era of globalization, global companies need to perform with excellence at national as well as International level for which talented and innovative workforce is required. Developing an internship policy is an impactful strategy to build future talent pool for the industry. The internship program not only provides exposure to young interns to professional culture of organizations to get fresh perspectives on business of the company.

1. OBJECTIVE

- a. To build a talent pool with professional competency which can contribute towards society;
- b. To allow young academic talent to be associated with CONCOR to learn, understand and sharpen Technical/Managerial Skills required at job;
- c. To obtain fresh ideas from young professional and implement them in business practices of CONCOR

2. ELIGIBILITY

All regular students from Reputed Universities/Deemed Universities/Institutions recognized by University Grant Commission (UGC) and/or approved by All India Council for Technical Education (AICTE) shall be eligible to apply for undertaking internship at CONCOR.

The internship shall be available throughout the year; however, number of interns shall not exceed 30 during the entire calendar year.

3. STIPEND

The students will not be paid any stipend/financial benefits. Students will have to make their own arrangements for boarding/lodging, transportation, stationery etc.

4. PERIOD OF INTERNSHIP

The period of internship shall be at least 01 month but not exceeding 03 months.

5. PROCEDURE FOR APPLICATION

- a. Interested Applicants may apply for internship in CONCOR atleast 01 month in advance to concerned Regional HR Department/Corporate HR Department.
- b. Applicants will be required to enclose Bonafide/recommendation letter by their university/institute alongwith their Bio-data for its consideration.

- c. The applications of deserving students may be forwarded to HR deptt./Corporate Office with recommendations of the concerned Regional Head/Departmental head at Corporate Office.
- d. The intimation regarding selection for internship shall be sent to the institute & applicant.
- e. On selection, the applicant will be required to sign the Undertaking accepting all the terms & conditions of internship at CONCOR.
- f. The student will undergo internship under a project guide who shall play a facilitator role for learning of the intern.
- g. On completion of internship, the intern shall submit a project report to project guide. The repository of project reports shall be maintained by concerned Departmental heads at Corporate Office & Regional Heads in Regions.

6. TERMS OF CONDITIONS OF INTERNSHIP

The following terms and conditions shall be applicable on the intern:

- a. Intern shall not part with any document/information relating to CONCOR to any outside agency without specific and express permission of CONCOR authority.
- b. This does not confer any right whatsoever to claim appointment in CONCOR.
- c. Intern shall abide by all the rules and regulations of CONCOR.
- d. Intern shall maintain proper discipline, decorum and punctuality and will not commit any unbecoming omission/ commissions and any act, which may bring disrepute to CONCOR.
- e. In case of any loss or damage to Company's property by intern, the cost will be recovered from the intern.
- f. The intern will make his own arrangement for stay and transport.
- g. The intern will be required to submit project report of his assignment before departure.
- h. In case of any misconduct, indiscipline or disinterest on the part of intern including absence without prior information, the training is liable to be terminated at any time without any notice.
- i. The intern shall complete the project at his own risk.

7. CERTIFICATE

A certificate regarding successful completion of Internship shall be issued by the Departmental Head/Regional Head/Terminal Head on successful completion of training and submission of Project Report in prescribed format.

8. GENERAL

The power to interpret and administer the rules shall vest with the Chairman and Managing Director of the Company whose decision shall be final and binding.

The company reserves the right to modify, cancel, add or amend any of these rules.
