

Provisional Internship Letter



NTPC LIMITED

Ishwari

ishuaditya734@gmail.com

Date: 22 Nov 2024

Subject: Provisional Internship Letter for your Internship under the PM Internship Scheme

Dear Ishwari,

This is with reference to your selection for internship under the PM Internship Scheme with NTPC LIMITED in the field of Production / Manufacturing. We are pleased to share this provisional internship letter for you to read and understand all the relevant information and conditions.

2. This internship will provide you with valuable on-the-job training, exposure to real-life business scenarios, and the opportunity to enhance your skills as per industry standards. The details of your internship are as follows:

Name of Organization: NTPC LIMITED

Internship ID: PMIS-2024-6923

Details of Internship: The interns are expected to have proficiency in 1. Basic Computer Operations 2. Data Entry & Word Processing, 3. Spreadsheet Management, 4. Database Management, 5. Internet & Email Proficiency, 6. Office Tools Utilization & 7. Good Communication Skills.

Internship Start Date: 2 Dec 2024

Internship Duration: 12 months

Location of Internship: To be communicated at the time of reporting

3. Subject to the fulfilment of terms & conditions of the internship offered, you will be provided with the following benefits during your internship:

One-Time Grant for Incidentals Rs. 6,000 to be paid by the government, on your joining the internship Monthly Assistance.

A stipend of Rs. 5,000 per month, with Rs. 500 provided by the company and Rs. 4,500 provided by the government.

Insurance Coverage: Coverage under the Pradhan Mantri Suraksha Bima Yojana and PM Jeevan Jyoti Bima Yojana, provided by the government.

4. Please note that this provisional internship letter is an offer for internship and will be confirmed upon:

- i. Your acceptance of the annexed terms and conditions of the internship and completing all required joining formalities.
- ii. Reporting to the work at EDC, Ganga Vihar, NTPC Township, Jamnipali, Korba on November 28, 2024 at 12:46 with the following documents for verification.
  - a. Identity Proof (Aadhaar Card / PAN Card / Driving License) (Two Copies)
  - b. All Original Educational Certificates
  - c. Passport sized Photographs

5. If you have any questions or need further clarification regarding this offer, please do not hesitate to reach out to Name: Sri Jagmohan Prasad, Email ID: jagmohanprasad@ntpc.co.in, Contact No.: 9425534833.

6. We look forward to welcoming you to our organization as part of the PM Internship scheme and are excited to see your contributions and professional growth throughout this period.

Congratulations once again on your selection!

Best regards,  
Pradip Bhattacharjee  
DGM EDC  
NTPC LIMITED

Enclosure: Roles and responsibilities of the interns, Roles and responsibilities of the company, Terms and Conditions.

# ROLES AND RESPONSIBILITIES OF THE INTERNS

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Sr.No	Responsibility
1	Adherence to Office Timings: The interns are required to be punctual and maintain regular attendance according to the office schedule.
2	Code of Conduct: The interns are expected to adhere to the company's policies, rules, and professional ethics. Any misbehaviour or non-compliance may lead to termination.
3	Active Participation: The intern shall perform duties assigned by the company faithfully and to the best of their ability, complete assigned projects within the specified time frame, and participate in professional development activities.
4	Leave Policy: Interns are required to adhere to the company's leave policies and provide prior notice for any leave. Approval is at the company's discretion.
5	Emergency Leave and Sabbatical: In cases of emergencies, a sabbatical of up to two months may be granted, but financial assistance will not be provided.
6	Unauthorized Absence: If an intern is absent without approval and fails to rejoin despite two notices, the internship will be terminated.
7	This engagement is in the capacity of an intern and shall not be construed as employment for any intent and purposes. Moreover, the current engagement does not entitle the intern to claim permanent employment with the Company.
8	The intern shall not be entitled to any benefits and allowances applicable to the employees/ apprentices/ other interns of the company, engaged through any other scheme or otherwise.

# ROLES AND RESPONSIBILITIES OF THE COMPANY

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Sr.No	Responsibility
1	The company will update the PM Internship Portal upon the intern's successful commencement of the internship. This notification will initiate the release of one-time assistance for incidentals for Rs. 6,000 via Direct Benefit Transfer to the intern's bank account.
2	Mentorship and Supervision: The company shall assign a qualified mentor or supervisor to guide and support the intern throughout the internship period.
3	Training and Development: The company shall offer practical, hands-on training that aligns with the current industry standards. At least 50% of the internship duration must be dedicated to practical, hands-on work.
4	Workplace Exposure: The company shall provide the intern with real-life business experience by allowing them to work on actual projects. Further, it must be ensured that the intern has a clear understanding of the tasks and responsibilities assigned.
5	Safe and Professional Work Environment: The company shall maintain a safe and conducive work environment that supports the intern's learning and growth.
6	The company shall provide a minimum monthly stipend of Rs. 500 to the intern. After the payment of Rs. 500 by the company, the government will release the amount of Rs. 4500 through Direct Benefit Transfer to the intern.
7	The company will offer regular feedback on the intern's performance to foster growth and address any areas of improvement and conduct evaluations at different stages of the internship to track progress and provide guidance.
8	The company would establish a prompt grievance redressal system with support available through the PM Internship Portal.

# TERMS AND CONDITIONS

Sr.No	Term Description
1	Stipend and Other Entitlements :- Interns shall be entitled for payment of monthly stipend of Rs 5,000.00 (Rs. 4,500.00 will be paid by the Govt. directly and Rs. 500.00 will be paid by NTPC Ltd.) apart from payment of initial one time allowance of Rs. 6,000.00.
2	Safety Protocols :- All the Interns shall follow the safety rules, procedures, instructions & precautions required inside plant premises during training period. They shall have to use required PPEs as per rule. It will be mandatory for the trainees to wear PPEs (Safety Shoes and Safety Helmet) during training. The cost of which shall have to be borne by the trainees themselves.
3	Background Verification Checks :- Selected candidates must submit the following documents, as applicable: i. Copy of Educational Qualifications / Final Year Mark sheet / Certificate ii. Copy of Mark sheet of all other Semesters / Years iii. Copy of High School Pass Certificate iv. Copy of AADHAR Card v. Copy of PAN Card vi. Accidental Insurance of Rs. 2,00,000.00 covering the whole training duration vii. Declaration in the form of Affidavit executed on Non-Judicial Stamp Paper of Rs. 10.00 viii. Medical Fitness Certificate ix. Character Certificates issued by two different Gazetted Officers x. Copy of Caste Certificate xi. Copy of Domicile / Permanent Resident Certificate xii. EFT Form duly signed & stamped by the Banker xiii. 03 nos. recent Passport size photographs
4	Code of Conduct :- 1. Trainees will maintain discipline to diligently understand their job at the place of training. 2. Trainees shall attend practical / instructional classes regularly. 3. Trainees shall obediently listen to the orders passed by their superiors. 4. Interns shall complete their Daily Work Diary duly signed by the concerned Executive. 5. Interns shall produce their absentee statement at the end of every month duly signed by respective "SUPERVISOR" with seal.
5	Accommodation, transportation and leaves. :- 1. No accommodation and / or transportation will be provided to the Interns by NTPC Ltd. : they shall have to arrange them on their own at their own risk and cost. Working hours will be from 09:00 hrs. to 18:00 hrs. with Lunch Break from 13:00 hrs. to 14:30 hrs. 2. No traveling allowance will be paid to the trainees. 3. Interns will be entitled for the following leave during the training period : (a) Sunday – Weekly Off (b) Closed Holidays (Sanctioned by Competent Authority- KSTPS, NTPC Korba) (c) Casual Leave – 12 days (d) Sick Leave – 15 days (can be availed during actual Medical Emergencies)

4. There will be no obligation on the part of the Company to provide employment after completion of training.

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6 Police Verification :- Police Verification Certificate is to be submitted by each Intern before joining training.

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7 Termination :- Interns found to be involved in any type of in-disciplinary activities, will be terminated immediately and the decision of the management will be binding in this regard.

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8 Intellectual Property :- Interns will not be allowed to take away any type of study material or books or manuals without due permission of the management.

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