



Chennai Metro Rail Limited Policy on Internship

1. Short title and commencement

This policy may be called CMRL Internship Policy.

2. Introduction

Developing an internship policy is an impactful strategy for creating future talent pool for the industry. The internship program not only helps fresher's in gaining professional know-how but also benefits corporate on fresh perspective of business issues and even discovering future business leaders.

3. Definitions

3.1. CMRL means the Chennai Metro Rail Ltd.

3.2. **Intern** means a student, as recommended by his/ her educational institute, undergoing internship training on temporary basis to gain work experience from CMRL.

4. OBJECTIVE:

Internships are educational and career developmental opportunities providing practical experience in a field or discipline. The work should be meaningful and must be mutually beneficial for the intern and the CMRL; therefore, it is important to consider the type of work they will undertake.

The **Internship Training** Policy aims at the following:

- (a) To create conditions conducive for knowledge sharing and its application in respective field.
- (b) To provide all possible opportunities to learn and understand the real time technical /managerial skills required at job.
- (c) To enhance our contribution towards society creating competent professionals for the industry.

5. INTERNSHIP TRAINING — APPROACH & METHODOLOGY APPROACH:

CMRL will provide opportunities of Internship (**Training in technical and non-technical fields**) to students from **Technical Institutes** and **Universities**, to undergo internship in different disciplines under various departments of CMRL. Respective department of CMRL to declare tentative areas/ job description of internship along with the requirement of intern i.e. Domain, Qualification, etc. for



internship programme and notify HR about maximum number of interns required for the period of internship. HR may notify internship vacancies on CMRL website with cutoff date to receive applications. Any applications received after cutoff date shall be treated as per the discretion of management and availability of vacancy. Accordingly, HR department shall process request for internship.

5.1. METHODOLOGY TO BE FOLLOWED:

- (i) HR department to initiate request to various departments of CMRL for forwarding the no of interns required for respective department.
- (ii) Departments to send no of interns required by stipulated date by HR department with the approval of concerned Director/HODs.
- (iii) Notification of internship shall be published on CMRL website with cutoff date.
- (iv) The institutes / Universities may send a letter along with student's credentials expressing intent for internship training. If Intern is applying himself or herself, he/ she to submit Institute's recommendation letter.
- (v) The intimation of shortlisted candidates will be sent to respective institute/ University/ intern by HR Department mentioning the period of internship with a copy to Student.
- (vi) An "Undertaking", in prescribed format to be submitted by intern at the time of his /her joining.
- (vii) Intern will be allotted internship schedule by respective department and same will be monitored by reporting officer of intern.
- (viii) On completion of the Internship, the intern will prepare a project report to concerned unit (both hard and soft copy)/ HR Department (only soft copy). Internship report shall be evaluated by CMRL Officer. Respective department will forward the "Internship completion report along with attendance report" signed by the concerned CMRL officer. The internship certificate will be awarded to interns upon satisfactory completion of their internship and on submission of project report.
- (ix) Intern will submit "NOC" signed by Departmental Head to HR department for relieving. Interns will be issued an Internship Certification by HR department within 3 (Three) days from the date of completion of internship.

6. Eligibility criteria to apply for internship

A student would be eligible for an **internship** based on the following criteria: -

Eligibility for being intern:

- 6.1. Engineering students from colleges recognized by AICTE or Premier Institutes like IIT, Chennai or any other recognized Colleges/University or students pursuing Chartered Accountancy (CA) or ICWA or Company Secretaryship (CS) from Institute of Chartered Accountant of India /Institute of Cost Accountant of India/Institute of Company Secretary of India.



- 6.2. Engineering Graduates who are presently in 3rd year (6th semester) and above are eligible to apply.
- 6.3. To enclose Bonafide certificate issued by the concerned institute to pursue internship.

7. TERMS & CONDITIONS:

- 7.1. CMRL shall not be responsible for providing any boarding, lodging, transportation etc.
- 7.2. Intern will maintain a regular training schedule determined by his/her project Head/reporting officer.
- 7.3. Intern will have to secure minimum of 90% attendance of the total duration of his/her Internship programme.
- 7.4. Intern will demonstrate punctuality and willingly achieve allocated task abide by the CMRL regulation, code and culture during their internship program.
- 7.5. Intern assumes all the risks of participating in the internship program. Intern should abide by all the safety and security norms implemented at project site and will obey polices, rules and regulation of the CMRL
- 7.6. CMRL will not be liable for any injury sustained / health deterioration that may ariseduring the course of the internship.
- 7.7. In case of any dis-obedience /misbehavior /misconduct, he/she will be immediately sent back to the concerned college/institute /university.
- 7.8. During internship, intern shall carry out the assignment entrusted to him/her, confidentiality must be maintained for the same. The intern shall therefore agree not to communicate any information to a third party acquired during internship, unless allowed to do so by organization.
- 7.9. CMRL may at any time terminate the internship without notice or cause depending upon situation. Also an intern can leave the program, if he/she desires, giving prior notice of seven (07) working days to the controlling officer. No certification shall be awarded to such an intern in any of the case.
- 7.10. The internship program will be non-transferable.
- 7.11. The internship course shall not confer any claim or right for any employment in or any office/establishment under the administrative control of the CMRL.
- 7.12. Duration of internship: Maximum for three (03) months and in special case for longer period up to 6 months.
- 7.13. The interns will be paid stipend of Rs. 10,000/- per month.

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8. How to apply

CMRL will notify in CMRL website stating the number of interns required for the respective year with cutoff date for last date of receipt of application. The students should forward prescribed application form as per Annexure-A to JGM (HR), Chennai Metro Rail Limited, CMRL Depot, Admin Building, Poonamallee High Road, Koyambedu, Chennai - 600107 along with their bio-data and College/Institution/University Bonafide certificate to pursue internship and the period of internship. Applications forwarded through e-mail/fax shall not be considered.

9. Selection

Applications received shall be examined by CMRL as per the eligibility criteria notified. Only shortlisted candidates shall be called for test/interview. In order to regulate the number of candidates to be called for test/interview, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria for shortlisting & selection of suitable candidates depending upon the response.

10. Interpretation

In case of any question related to interpretation of this policy, the decision of MD shall be final who will also have the powers to relax / delete / modify / revise any of the provisions of this policy.

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**Annexure - A**

CHENNAI METRO RAIL LIMITED
(A Joint Venture of Govt. of India & Govt. of Tamil Nadu)
Admin Building, CMRL Depot, Poonamallee High Road,
Koyambedu, Chennai – 600 107.

*Affix Self-
Attested
Photograph*

APPLICATION FORM
(Please fill in **BLOCK** Letters only)

Personal Details:

Name in CAPITAL LETTERS		
Surname	First name	Middle name

Father's Name	Husband's Name

Nationality	State of Domicile	Gender		Marital Status			
		M	F	Married	Unmarried	Widow	Divorcee

Date of Birth (DD/MM/YYYY)	Age (as on _____)			Religion			
	Yrs	Months	Days	Hindu	Muslim	Christian	Specify if Others

Category (Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than General).								
GEN	BC	BCM	MBC & DC	SC	SCA	ST	EX- Service	Differently Abled Person

Local Address / Address for communication	Permanent Address:
Pin	Pin
Tel. No / Mobile No:	
E-mail:	
Home Town	

(Signature)



Details of Educational Qualification (Self attested certificate copies to be enclosed):

Qualification	College / University / Institution	Name of the Degree	Duration of the course	Year of passing	% of Marks
Matriculation (10 th STD.)					
Higher Secondary (+2)					
UG					
PG					
Other Qualifications					

Please indicate two references in senior positions:-

S.No	Name	Current Designation	Organization	Contact No / Mob. No/Tel.No	Official Email ID
1					
2					

Extra Curricular activities	
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(Signature)



Sl.No	Languages known	Read	Write	Speak

List of documents to be attached along with the application form

- i. Date of Birth Proof: Copy of Birth Certificate or 10th Certificate
- ii. Copy of proof of Educational Qualifications

Note: No original documents to be forwarded. CMRL will not be responsible for loss in case of any original documents forwarded along with the application form.

Declaration:

I hereby declare that all statements as mentioned in this application are true and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information given above being found false or incorrect, or if at any stage it is found that I do not possess the prescribed qualification/experience for the post, my candidature will be rejected ab-initio and I will not have any right to attend the interview nor will have the right to claim travelling expenses for attending the interview. If any shortcoming(s) is/are detected even after appointment, my services may be terminated. I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence. I am also aware that all correspondence to the candidates will be only through email ID provided by me.

Place:

Date:

(Signature)

