

पूर्व मध्य रेल  
EAST CENTRAL RAILWAY

Office of the  
General Manager (P)  
Hajipur

No:-ECR/HRD/MPP/NR Trg./2015

Dt.16.04.15

All P/CHODs  
ECR, Hajipur

CAO(Con.)  
MHX, Patna

All DRMs  
East Central Railway  
DNR, DHN, MGS, SEE, SPJ

All CWMs  
PD/MGS, WS/SPJ, CRW/HRT

**NOTIFICATION**

**Sub : Internship for Undergraduates of Engineering and Management Studies**

Ref : Railway Board vide letter no. 2014/E(Trg.)/30/16 Dt. 22.8.14

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As a Corporate Social Responsibility, Internship to Engineering/Management Undergraduates (Non-Rly persons) was being imparted at various institutions/workshops/depots of this railway.

Now, Ministry of Railways (Railway Board) vide letter no. 2014/E(Trg.)/30/16 Dt. 22.8.14 has streamlined the policy of imparting Internship to Engg./Management Students. Accordingly, the following guidelines are issued for information & needful action:


- (i) Facility of internship 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. Internship is not permissible for the students of Diploma Courses.
- (ii) Request for Internship should reach to The office of General Manager (P), East Central Railway, Hajipur at least 01 month before required training period. No such request will be entertained at divisional/unit level at all.
- (iii) No fee would be charged from the trainees.
- (iv) The application of the student seeking internship should be sent along with a 'No Objection Certificate' from the Institute 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 in workshops etc, should be indemnified by the Parent/Guardian of the student.

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(v) Duration, Venue, Annual Quota etc. for Internship in various departments of E.C. Rly. will be as follows:

Stream	Deptt. concerned of Rly.	Annual Quota	Duration of Internship	Venue(s)	Name of Training Manager
Mech. Engineering	Mechanical	160	4 Weeks	Carriage Repair Workshop, Harnaut Mechanical Workshop, Samastipur	Chief Workshop Manager, Harnaut Chief Workshop Manager, Samastipur
Electrical or Electronics Engineerng	Electrical	60	4 Weeks	Mugalsarai Rajendra Nagar Coaching Complex, Patna	
Electronics & Communication /Telecom Engineering, Computer Science, IT	Signal & Telecom	25	5 Weeks	EC Rly. HQ office, Hajipur	Assistant Signal & Telecom Engineer (UTS), Hajipur
Civil Engineering	Civil Engineering	60	4 Weeks	Will be fixed by training manager/supervisor according to the training requirement of student.	Concerned JAG officer
Management (HR)	Personnel	10	1 Week		Training Manager of the Deptt.
Management (Finance)	Accounts	10	1 Week		
Management (Material)	Stores	10	1 Week		
Management (Marketing)	Commercial	10	1 Week		

- (vi) No remuneration in the form of stipend, salary or allowances of any kind will be paid to the trainees by the Railway administration. No passes or PTOs will be issued to them.
- (vii) The trainees will have to conform to all General rules and regulations of discipline and conduct at the Railway Administration.
- (viii) The trainees will not be treated as employees of the Railway Administration and as such will not be entitled to any compensation or damages from the Railway Administration for any injury to them or to their property etc.
- (ix) The trainees will be under the administrative control and discipline of the head of Unit/Office concerned.
- (x) On successful completion of 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 this Railway.
- (xi) Railway Administration may instruct an intern to terminate the 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.
- (xii) The internship course shall not confer any claim/right for any employment in any office/ establishment under the administrative control of the Ministry of Railways.
- (xiii) A declaration incorporating the above points from the will have to be submitted by the concerned intern as per the format attached.
- (xiv) For any further clarification, the undersigned may be contacted on Tel. No. 06224-273368.

  
(C.S. Azad) 160411  
Asstt. Personnel Officer (MPP)  
For General Manager (P)  
Mob: 9771425650

**FORMAT FOR  
DECLARATION BY INTERNS**

With reference to the offer for internship vide letter no.....  
dated-----(DD/MM/YYYY) I hereby undertake the following:

- i) I will be doing internship from DD/MM/YYYY to DD/MM/YYYY at (place)
- ii) I am not entitled to any remuneration in the form of stipend, salary or allowances of any kind by the Railway administration. I am also not entitled to any pass or PTO from Indian Railways.
- iii) I would abide by all General rules and regulations of discipline and conduct of the Railway Administration.
- iv) I am liable to compensate to the Railway Administration concerned for any loss or damage to equipment and fittings that may be caused during the course of training in workshops etc.
- v) I will not be treated as employee of Indian Railways and as such will not be entitled to any compensation or damages from the Railway Administration for any injury to me or to my property etc.
- vi) I agree to be under the administrative control and discipline of the Head of the Unit/Office concerned.
- vii) I will not claim any advantage for employment in Indian Railway in future on the basis of the internships.

Date:

Name:

Institute:

Course:

**Declaration by the Institute**

.....(Name of the Institute) undertakes to indemnify Railway Administration for any loss or damage to equipment and fittings that may be caused by Mr./Ms (name of the Trainee) during, his/her internships with the Indian Railways.

(Authorized Signatory)  
For Head of the Institute

Stamp