

Ministry of Railways  
Technical Training Centre/CLW/Chittaranjan

No. TS/CTI/VT/2014

Date :- 23-12-2014

Sub:- Procedure for Summer Internships for the Undergraduate of Engineering Students  
( Degree/Diploma ).

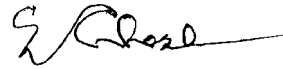
Ref:- 1. Director of Training, Ministry of Rly. Bd's. letter No. 2014/E(TRG)/30/16 dtd. 22.08.14.  
2. Director of Training, Ministry of Rly. Bd's. letter No. 2014/E(TRG)/30/16 dtd. 10.10.14.

In pursuance with Rly. Bd's. letter under reference, and with the approval of the Competent Authority it has been decided to follow the following procedure for imparting Summer Internship for the undergraduate engineering students (Degree/Diploma ) in TTC/CLW w.e.f. 01.01.2015.

1. Duration of the course - Two weeks in case of Diploma Engineering Students & four weeks in case of Degree Engineering Students .
2. Number of interns to be trained - 300 Nos. in a year.
3. No. of batches – 05 Nos. each batch will consists of 60 students.
4. Branches/discipline – Mechanical, Electrical, Civil.
5. Commencement of Training – May every year.
6. 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.
7. No fee would be charged from the trainees.
8. 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 PTOs will be issued to them.
9. The trainees will have to conform to all General rules and regulations of discipline and conduct of CLW.
10. The application of the student seeking internship should be sent along with a "No Objection" certificate/Recommendation of 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.
11. 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. Use of Personal protective equipments by the trainees is obligatory.
12. The trainees will be under the administrative control and discipline of the head of the Unit/Office concerned.
13. On successful completion of internship, the trainees will have to submit a report giving their feedback including ideas/suggestions for innovation etc. Then only a certificate will be issued to them by the Railway Administration.
14. 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. An intern can also leave the programme, if he/she desires, giving prior notice of seven (07) working days to Principal/TTC/CLW. No certificate shall be awarded to such intern.
15. The internship course shall not confer any claim/right for any employment in any office/establishment under the administrative control of the Ministry of Railway/PSUs.

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16. Candidates will have to apply along with their Bio – Data, stating their semester results in Engg. and declaration . The proforma of the declaration is enclosed.
17. As the seats are limited so only the 3<sup>rd</sup> year Engg. students and 2<sup>nd</sup> year students in case of Diploma Engg. will be entertained for training.
18. The candidates will have to submit their application forms in the drop box in TTC/CLW/Chittaranjan which will be kept in TTC premises during office hours in every working days or may be sent by Post to be received by 10.3.15. Application will be received w.e.f. **16.02.2015 to 10.03.2015**.
19. A list of eligible candidates will be prepared after screening of the applications & will be displayed in the notice board of TTC in the 1<sup>st</sup> week of April, 2015.



Principal

Technical Training Centre/CLW/Chittaranjan

**APPLICATION FOR SUMMER INTERSHIPS**

Name of the Candidate:

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Name of the Institute:

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Colour Photo  
Duly Signed by  
the Candidate

Address for communication:

Course	Stream
DEG.	DEP.

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								Ph. No.									
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Marks Obtained:

(Degree Engineering only)

(Diploma Engineering only)

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester	Total
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**DECLARATION BY INTERNS**

With reference to the offer for the internship vide letter No..... dated ...../...../..... I hereby undertake the following: -

- i) I would like to do internship from ..... to ..... at CLW/Chittaranjan .
- ii) I am not entitled to any remuneration in the form of Stipend, salary or allowances of any kind by the Railway Administration/ PSU. 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 at the Railway Administration / PSU.
- iv) I am liable to compensate to the Railway Administration / PSU 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 Railway and as such will not be entitled to any compensation or damages from the Railway Administration / PSUs 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 Railways in future on the basis of the internships.

Date: .....

Signature of the candidate

**DECLARATION BY THE PARENTS/GUARDIAN**

..... (name of the Parents/guardian) 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 internship with the Indian Railways.

Signature of the parents/guardian

**DECLARATION BY THE INSTITUTE**

It is certified that this Institute has no objection for imparting the summer internship in CLW/Chittaranjan during the year 2015 of the above named candidate. The particulars as furnished in the aforesaid para are found correct as per the records available in this Institution.

Stamp/Seal

(Authorised Signatory)  
For Head of the Institution