



भारत सरकार **Government of India**  
रेल मंत्रालय **Ministry of Railways**  
(रेलवे बोर्ड) **(Railway Board)**

No.2014/E(TRG)/30/16

New Delhi - 110001, Dated: 22.08.2014

The General Managers,  
All Indian Railways/  
Production Units.

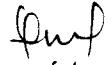
Chairmen/Managing Directors,  
PSUs (as per the list attached)

**Sub: Summer Internships for the Undergraduates of Engineering and Management Studies.**

Hon'ble Minister for Railways, vide his Budget Speech dated 8<sup>th</sup> July 2014 (para XVII/2), had announced to set up Summer Internships for the Undergraduates of Engineering and Management Studies in Zonal Railways, Divisions and PSUs of Indian Railways.

2. Accordingly, the policy on the subject has been finalised and will be as under:-
- i) Zonal Railways/ Production Units/ PSUs will decide on the duration and the number of interns they can train at the beginning of the year and will give publicity to the same in their respective websites inviting applications through the institutions. The duration of the internship shall not be more than 8 weeks.
  - ii) 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.
  - iii) No fee would be charged from the trainees.
  - iv) No remuneration in the form of stipend, salary or allowances of any kind will be paid to the trainees by the Railway administration/PSUs. No passes or PTOs will be issued to them.
  - v) The trainees will have to conform to all General rules and regulations of discipline and conduct at the Railway Administration/PSUs concerned.
  - vi) The application for internship would be accepted only if it through the institutions where the student is pursuing the studies. The Institutions sending students for the training will verify the credentials and would indemnify Railway Administration concerned for any loss or damage to equipment and fittings that may be caused by the trainee during the course of training in workshops etc.
  - vii) The trainees will not be treated as employees of the Railway Administration /PSUs and as such will not be entitled to any compensation or damages from the Railway Administration/PSUs for any injury to them or to their property etc.

- viii) The trainees will be under the administrative control and discipline of the head of the Unit/ office concerned.
  - ix) 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 the concerned Railway Administration/PSUs.
  - x) Railway Administration/PSUs may instruct an intern to terminate the programme at any time, as deemed fit, without assigning any reason. The decision of the Railway Administration/ PSU 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.
  - xi) 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/PSUs.
  - xii) A declaration incorporating the relevant points from the above will be taken by the concerned Zonal Railway/ Production Units/ PSUs as per the format attached (Annexure to this letter).
3. This issues with the concurrence of Finance Directorate of Railway Board.



(H Moharana)

Director (Training)

Fax – 011 23385099

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/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 Railways 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:

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 internship with the Indian Railways.

(Authorised Signatory)

For Head of the Institute

Stamp

**Chairman/Managing Director,**

RITES Ltd., Rites Bhawan, Block No.1, Sector-29, Gurgaon, Haryana.

IRCON International Ltd., C-4, Distt. Centre, Saket, New Delhi-110 017

Container Corporation of India Ltd., CONCOR Bhawan, C-3, Mathura Road, Opp. Applo Hospital, New Delhi-110 076.

Konkan Railway Corporation Ltd., Corporate office, Belapur Bhawan, Plot No.6, Sec-11 CBD, Belapur, Navi Mumbai-400 614.

Mumbai Rail Vikas Corporation Ltd., 2<sup>nd</sup> Floor, Churchgate Station Bldg., Mumbai - 400 020

RailTel Corporation of India Ltd., 10<sup>th</sup> Floor, bank of Baroda Building, 16 Sansad Marg, New Delhi-110001.

Indian Railway Catering and Tourism Corporation Ltd., 9<sup>th</sup> Floor, Bank of Baroda Building, 16, Sansad Marg, New Delhi-110 001/II<sup>nd</sup> Floor, STC Building, Jawahar Vyapar Bhawan, 1, Tolstoy Marg, New Delhi-110 001.

Dedicated Freight Corridor Corporation of India Ltd., 5<sup>th</sup> Floor, Pragati Maidan Metro Station Building Complex, New Delhi- 110 001.

Rail Land Development Authority, Near Safdarjang Railway Station, Moti Bagh, New Delhi-110 021.

Centre for Railway Information Systems, Near Safdarjung Station, Chankyapuri, New Delhi

Indian Railway Finance Corporation, NBCC Pace, Bhishm Pitamah Marg, Pargati Vihar, Lodhi Road, New Delhi-110 003.

Rail Vikas Nigam Ltd., Plot No.25, 1<sup>st</sup> Floor, B-Block, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110 066.

Delhi Metro Rail Corporation, Metro Bhawan, 13, Firebrigade Lane, Barakhamba Road, New Delhi-110001.