

**Internship Training in
Noida Metro Rail Corporation
(NMRC)**

YEAR - 2022

Internship Training for Students

1. About the Initiative

Internships are educational and career development opportunities, providing practical experience in a field of discipline. Against this backdrop, Noida Metro Rail Corporation (NMRC) has undertaken a joint initiative which shall be meaningful and mutually beneficial to the intern and the organization.

2. Objective

The purpose of internship programme is to:

- a) Provide a framework by which students from diverse academic backgrounds can enrich their knowledge through the working pattern of NMRC under the guidance of learned professionals with an exposure to actual and practical work.
- b) Immerse them to the real working environment of a Metro Corporation.
- c) Deepen their knowledge and understanding of Metro's goals, principles and activities.

3. Eligible applicants

Authorities may accept interns provided the following minimum conditions are met:

- a) Enrolled in a recognized university/institute/ college for **Degree/Diploma courses** as mentioned in point. 4(c) below at the time of application.
- b) Seats are limited and accordingly based on application candidates will be shortlisted.
- c) Seats can be increased or decreased as per the discretion of the management.

4. Duration of Internship/Seats Availability

- a) Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of Authorities. However, they will normally be in two categories:
 - i. **4 – 8 weeks**
 - ii. **More than 8 weeks but maximum up to 4 months**
- b) Internship assignments are available in two cycles – Summer and Winter, depending on the availability of meaningful assignments and the needs and capacity of corporation to receive and supervise interns.
- c) **Seats to be allotted for training: (Total 180)**
 - i. Diploma or B. Tech (Civil) or Equivalent – 30
 - ii. Diploma or B. Tech (Electronics & Telecommunication) or Equivalent – 30
 - iii. Diploma or B. Tech (Electrical) or Equivalent – 30
 - iv. Diploma or B. Tech (Mechanical) or Equivalent – 30
 - v. Master of Business Administration (MBA) or Equivalent in HR – 10
 - vi. Master of Business Administration (MBA) or Equivalent in Finance - 10
 - vii. Master of Business Administration (MBA) or Equivalent in Marketing - 10
 - viii. CA/CMA/CS - 10
 - ix. Bachelor of Commerce or Equivalent – 20

5. Schedule of Charges

The Applicant shall be charged **as per below table** for the internship programme which will be utilized only for interns' benefit and out of pocket expenses.

S.No.	Duration of Training	Fee (inclusive of Applicable Taxes)
1	4-8 Weeks	Rs 4000/-
2	More than 8 Weeks but maximum up to 4 months	Rs.6000/-

The amount charged above shall be utilized for following material/ benefits as part of the curriculum:

- a) Welcome Kit
- b) Noida Metro travel cards of value Rs.1000/- during training duration
- c) Honorarium for trainers.

If the amount paid is less than the above prescribed amount application may not be considered.

6. Application and Selection process

Event Dates:

Event	Summer Session	Winter Session
Date of Application	1 ST APRIL TO 31 ST MAY 2022. (DATES MAY BE EXTENDED FURTHER BASED ON EXAM OF UNIVERSITIES) ##	1 ST NOVEMBER 2022 - 30 TH NOVEMBER 2022
Shortlisting of Candidates	TENTATIVE (1st week of June 2022) ##	1 ST WEEK OF DECEMBER, 2022
Tentative Start of Internship	1 ST WEEK OF JUNE 2022 OR 1 ST WEEK OF JULY 2022 BY TAKING INTO ACCOUNT EXAM OF UNIVERSITIES) ##	2 ND OR 3 RD WEEK OF DECEMBER, 2022

The dates may change as per academic sessions of major college/universities like AKTU, GBU,,UPTU etc.

- a) Interested students must be ready with the following documentation for submission of application:
 - College identity card
 - An Identity Proof (Aadhar/ voter ID card);
- b) Candidates for the Internship Program shall be shortlisted on availability of seats.
- c) Designated officer of NMRC will review the candidates/ applicants for internship and shortlist the application and will provide the final list of candidates.

- d) The detailed list of shortlisted candidates will be displayed on the official website of NMRC.
- e) All fees (including applicable taxes) must be submitted on the Bank account details provided in Point No.7 of this document before submitting online application form without which the application form cannot be submitted.

Note: All correspondence regarding the schedule and any other information will be intimated on the official website of NMRC (www.nmrcnoida.com).

7. Payment/Applicability of Rates

The consideration for internship must be remitted in advance in the below account before submitting the form online. The applicant would be required to keep unique reference no and scan copy of bank challan or screenshot of transfer and submit the same while applying online. **THE CANDIDATES AFTER ONLINE APPLICATION SHOULD SEND MAIL ATTACHING PROOF OF PAYMENT MADE ON THE MAIL; noidametrointern@gmail.com so that linking of payment made can be done.**

[THE APPLICATION FOR AND PAYMENT CAN BE SUBMITTED FROM THE LINK GIVEN ON THE WEBSITE OF NMTRC AND PALCED BELOW.](https://webfront.payu.in/webfront/#/merchantinfo/noida-metro-rail-corporation-ltd/2125)

<https://webfront.payu.in/webfront/#/merchantinfo/noida-metro-rail-corporation-ltd/2125>

THEY SHOULD KEEP FOLLWING DETAILS READY BEFORE APPLYING

Bank Account Details:

Account Name:

Account Number:

IFSC Code:

NMRC shall not be liable for any technical error occurred during the transaction process.

8. Refund Policy

- a) In case of withdrawal, the applicant has to send a mail to the official mail id: noidametrointern@gmail.com citing the reason of cancellation. The email should be sent from the candidate's mail id provided while filling up the application form and after proper verification the refund will be processed. The cancellation charges will be as per the below table:

#	Time of request	% Refund of Fee Amount
1.	Before shortlisting of candidates	100%
2.	After shortlisting of candidates but before commencement of internship	50%
3.	After commencement of internship	0%

- b) In case of rejection of applications or excess applications after shortlisting of candidates, 100% refund will be made to the account number that will be provided while online submission of form.

9. Guidelines for Applicants

The Applicant shall abide by following terms and conditions as mentioned above–

- a) The intern shall observe all applicable rules, regulations, instructions, procedures and directives of the Organization
- b) He/ She shall refrain from any conduct that would adversely reflect on Noida Metro and will not engage in any activity which is incompatible with the aims and objectives of Noida Metro.
- c) **Third Party Claims:** NMRC is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.
- d) **Insurance:** NMRC accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship.
- e) **Subsequent Employment:** The purpose of the Internship Programme is not to lead to further employment with NMRC but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.
- f) **Intern's expense:** Interns are not financially remunerated by NMRC. All costs connected with an intern's participation in the Programme must be borne by the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel (including to and from the office), accommodation, etc.
- g) No stipend shall be paid to the interns for the said internship.
- h) This internship is offered by NMRC irrespective of any specific internship guideline prescribed by their respective College/University/Institute

10. Submission of Applications

The applicant/organization shall be required to submit their application with associated documents online. The details of link can be found on the website www.nmrcnoida.com

Any clarification on the policy may also be made at the following address.

Noida Metro Rail Corporation,
Block-III, 3rd Floor, Ganga Shopping Complex,
Sector-29, Noida 201301

Email: noidametrointern@gmail.com

11. Applicability of the Policy

This policy shall remain valid until further notified by NMRC.

12. Certificate of Internship

Certificate will be issued to the interns on satisfactory completion on their last day of internship by NMRC.

13. Reward of Best Project

On successful completion of internship, the intern with the best project report will be rewarded with a prize and certificate

14. Exemption

MD, NMRC has the power to relax, delete/modify/revise etc. of any of the items of the provision of this policy.

Note: In case of any doubt or dispute regarding interpretation of these rules and procedures, the decision of MD, NMRC shall be the final.

Please proceed for making payment through given link on the web site.

<https://webfront.payu.in/webfront/#/merchantinfo/noida-metro-rail-corporation-ltd/2125>