

NATIONAL PRODUCTIVITY COUNCIL

(Under Department of Industrial Policy & Promotion
Ministry of Commerce & Industry, Govt. of India)

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FOR STUDENTS INTERNSHIP PROGRAM

National Productivity Council (NPC) is an apex organization to generate productivity awareness and consciousness across the country. It mentors and supports organizations to improve their triple bottom line – economic, environmental and social outputs and outcomes, through generation and application of advanced knowledge. NPC provides unrivalled holistic solutions for improving productivity and competitiveness **through a slew of services viz. consultancy, training for capacity building, action research, Evaluation Studies etc.** customized to suit the client's needs.

You will be glad to know that NPC provides internship training to students pursuing graduation and post-graduation studies twice every year depending upon suitability & availability of the slots. The students get hands on experience while working on ongoing projects and they are empanelled through a rigorous selection process. An intern is expected to undertake reading, research, collection of data, content writing, data entry, telecalling, report writing, presentation, etc. On successful completion of the internship program, a student receives an "Internship Completion Certificate".

The regular internship training is provided as per the enrolled institutes guidelines in the following disciplines:

1. Agri-business Services (AB)
2. Economics Services (ES)
3. Energy Management (EM)
4. Environment Management (EM)
5. Finance (F)
6. HR, Employee Development & Legal (ED)
7. Human Resource Management (HRM)
8. Industrial Engineering (IE)
9. Information Technology (IT)
10. Productivity Awareness (PA)
11. Technology Management (TM)
12. Training Services (TRG).

You may further refer to the areas of operations of the above disciplines at NPC Website under 'COMPETENCIES' except for F, ED, PA, and TRG that are internal divisions.

The opportunities to undertake internship program is also available with our Regional Directorates located at: (i) Chandigarh (ii) New Delhi (iii) Jaipur (iv) Kanpur (v) Patna (vi) Kolkata (vii) Guwahati (viii) Bhubaneshwar (ix) Hyderabad (x) Bengaluru (xi) Chennai (xii) Mumbai (xiii) Gandhinagar. The detailed address of each NPC Office is available at NPC Website under 'OFFICES'.

YOU CAN APPLY AFTER ACCEPTING THE FOLLOWING TERMS & CONDITIONS OF INTERNSHIP

1. Any incomplete application shall be summarily rejected.
2. Any false statement in the application shall be taken extremely seriously and will liable applicant to rejection and legal action.

3. No documents need to be attached to the application. Documents shall be verified at the time of interview, if required.
4. National Productivity Council (NPC) invites application for Internship for its departments/divisions from the young graduates/post graduates to work as interns.
5. This is **NOT** an offer for employment in NPC and is solely directed towards providing exposure to young and motivated students to gain an understanding of formal work environment, working of government and exposure to the industrial scenario in India.
6. The internship **DOES NOT** confirm any right to the interns to any position or job in NPC or any other wing of the Government on any preference in employment after the internship or anytime in future.
7. NPC reserves its right **NOT TO ENGAGE** any intern in response to the advertisement and this is only an invitation to young men and women to apply for internship. NPC shall not be liable for any action taken by any person in response to this advertisement.
8. All the applications shall be screened for qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for interview/selection. Not all applicants will be called for interview/selection.
9. The intern shall be attached to an office or officer and will be expected to learn how functions of such office/officer are discharged. They are expected to have good observation, motivation to learn and acumen to suggest solutions to problems posed to the office/officer.
10. Interns shall during their internship (even outside office) is expected to maintain highest standards of behaviour and show politeness in dealings with members of public.
11. Selection of the candidates shall be made on the basis of interviews taken by a selection committee or as decided by NPC. Only short listed candidates shall be invited for the interview.
12. The applicants are advised to provide e-mail address for communication of interview call and selection & no communication will be made by post, the candidates are advised to regularly check the provided email as well as NPC website.
13. The period of internship shall be as per the course requirement of the institute.
- 14. No stipend or remuneration will be paid in the internship period.**
15. On requests from the group of interns, the special training sessions on Report Writing Skills, Leadership & Team Work, Office Communication and MS Office Application can be conducted on nominal charge basis collected directly from the students.
16. All students will carry their own laptops to undertake the assigned tasks whereas other facilities like internet, printing, etc. will be provided by NPC.
17. Interns shall be discharged on completion of their term. NPC shall provide a 'Certificate of Internship' on completion.

HOW TO APPLY

The Applicants fulfilling eligibility criteria may submit their complete details in prescribed **Online Application Form** for Student Internship Program that is available on NPC Website.