



NATIONAL PRODUCTIVITY COUNCIL

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

NPC/HQ/IE/Internship/03/25-26

STUDENTS INTERNSHIP PROGRAM

Number of Vacancies: 2

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.

NPC provides internship training to students pursuing graduation and post-graduation studies twice every year depending upon suitability & availability of the slots.

OBJECTIVE OF THE INTERNSHIP PROGRAMME:

The students get hands on experience while working on ongoing projects and they are empanelled through a rigorous selection process.

The intern will be involved in various MSME Competitive Lean Scheme initiatives and coordination activities. This opportunity will provide practical exposure to core Industrial Engineering domains, lean tools and techniques, and diverse Industrial Engineering work environments. Interns will gain hands-on experience in implementing lean methodologies, coordinating technical projects, and applying various IE tools and techniques— enabling them to apply classroom learning to real-world industrial engineering practices and MSME competitiveness enhancement strategies.

You can apply after accepting the following terms & conditions of internship

TERMS & CONDITION OF THE INTERNSHIP PROGRAMME:

- **ELIGIBILITY CRITERIA:**

- ✓ Currently pursuing OR completed bachelor's in Engineering, Economics, Statistics, Data Science, Management, humanities or related fields.
- ✓ Basic understanding of lean manufacturing, production, productivity, management, etc.
- ✓ The applicant for the internship should be a citizen of India.

- **Skills:**

- ✓ Data analysis, statistical techniques, and use of software such as MS office, MS Excel Data Visualization, etc.
- ✓ Report writing, presentation, and documentation skills.
- ✓ Strong analytical, problem-solving, and research abilities.
- ✓ Good communication and interpersonal skills.

- **DURATION:**

- ✓ The terms and conditions of the internship will be effective from the date the intern officially joins the program.
- ✓ The standard duration of the internship is two months with a maximum duration of up to six months.
- ✓ The internship period may be extendable, if required, on individual case to case basis for a further mutually agreed duration.

- **PROCEDURE FOR APPLICATION**

- ✓ The college/institution may send their applications of interested applicants pursuing in the enclosed Performa [**Annexure-I**] along with their CV to the following email address: npciehq@npcindia.gov.in.
- ✓ The Applicant should specifically mention the duration for which she/he wishes to undertake internship.
- ✓ The intern shall be required to produce a letter from their Supervisor/ Head of Department/Principal, indicating their "No Objection" certificate for allowing their student to undergo Internship programme for the period for which she or he is selected.

- REMUNERATION:

- ✓ The selected interns shall be entitled for stipend during their internship period as per the NPC rules.

- CERTIFICATE:

- ✓ The interns will be issued with an internship completion certificate upon successful completion and submission of the full project report.

- LOGISTICS & SUPPORT:

- ✓ The Interns will be required to bring their own laptops, and NPC shall provide them working space with internet facility and other necessities as deemed fit by the concerned reporting authorities.
- ✓ The Interns will be required to make their own arrangements towards the transportation.

- CODE OF CONDUCT:

- ✓ The Interns will demonstrate sincerity, punctuality, courtesy, cooperative attitude, willingness to learn, proper etiquette and appropriate attire, and maintain the workplace decorum during their entire internship period.
- ✓ The interns are expected to perform the assigned tasks/ duties to them with due care and diligence in accordance with the instructions given to them from time to time.
- ✓ The Interns shall be required to submit a project/assignment report/paper at the end of their internship to the Group Head (IE) regarding their learning experience and insights.

- NON-DISCLOSURE:

- ✓ Interns shall not disclose any confidential or proprietary information during or after the internship, without written consent of NPC. Violation may lead to termination and legal action.

- TERMINATION:

- ✓ NPC may terminate any intern's engagement/ program at any time, as deemed fit in cases of discipline or conduct, without assigning any reason. NPC's decision shall be final in this regard. Also, an intern can leave the programme, if she/he so desires, giving prior notice of seven (07) working days to the Head concerned. However, no certificate shall be awarded to such an Intern.

- GENERAL CONDITIONS:

- ✓ The internship does not confer employment rights with NPC.
- ✓ Internship offer is based on information provided in the application/CV, misrepresentation may lead to cancellation.
- ✓ The interns shall acknowledge and ensure that no information about the NPC is taken out in any form including electronic form or otherwise by them.
- ✓ The Copyright of the work as part of the assigned project work to interns shall remain with the NPC. The interns, by virtue of working on NPC's projects/assignments, can't claim any rights on the work performed by them. NPC shall have absolute rights on the work assigned and performed by them. Neither any claims of the interns or its institution/college shall be entertained on the resultant outcome.

ANNEXURE – I**PROFORMA FOR INTERSHIP APPLICATION**

Latest
passport size
photo to be
affixed

1. **Name [in full Block letters only]:**
2. **Nationality:**
3. **Date of Birth [DD/MM/YYYY]:**
4. **Sex [Male/Female/others]:**
5. **Address for correspondence [with Pin Code] :**
6. **Contact No. [Telephone Number/ Mobile Number]:**
7. **E-mail address:**
8. **Educational Qualification (Starting from Matriculation onwards):**

Sl. No	Name of Board/University/ Institute	Degree/ Examination Passed	Period	% or CGPA	Subjects

9. **Course presently being pursued; the University/Institute and its duration:**

10. **Period (Mention Month) during which internship is required (Maximum 6 months):**
11. **Names of two References from the present Institute or the Institute(s) last attended:**
12. **Extracurricular activities/interests:**
13. **Projects undertaken, if any (Brief Description):**
14. **Why do you want to join this internship (in brief not exceeding 100 words):**
15. **Name, Relationship and contact details of person to be contacted in case of any emergency**

DECLARATION

I certify that the above information furnished by me is true to the best of my knowledge and belief. I also agree that in the event of any misrepresentation and / or falsification of information, my internship shall be liable for termination without any further notice that the NPC may deem fit to initiate.

Place:

(Signature of the applicant)

Date:

(Name of the applicant)

Authentication of particulars furnished above by the Institute/College/ University

This is to certify that the information furnished by Mr./Ms.....
.....in the application form above is correct to the best of my knowledge and belief and if selected, he/she will abide by the NPC's prescribed terms and conditions for the internship programme during his/her internship period with NPC.

Place:

Date:

(Signature and seal of authorized official)