



NATIONAL PRODUCTIVITY COUNCIL

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

NPC 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.

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 interns shall be given exposure to related interventions being activities undertaken by NPC's in the area of Industrial Engineering (IE), Environment Management(EN), Energy Management(EM), Agribusiness Services(AB), Economic Services(ES), Information Technology (IT) and Advanced Manufacturing & Industry 4.0 which will provide opportunities to learn and implement new concepts as well as developing new skills and gaining a deeper understanding of IT enabled interventions through hands-on application of the knowledge students learned during their course curriculum.

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

TERMS & CONDITION OF THE INTERNSHIP PROGRAMME:

- **ELIGIBILITY:**
 - The applicant for the internship should be a citizen of India;
 - An applicant can apply for internship only once during a financial year.

For Interns in Information Technology (IT) the following requirements shall be applicable:

Job Requirements

- Strong editing, written and oral communication skills
- Strong interpersonal skills
- Proactive technical troubleshooting and problem solving skills
- Knowledge and understanding of learning patterns and strong Research and networking for generating quality learning material.
- Knowledge of current and emerging eLearning tools and applications.
- Expertise in graphics creation for classroom-based training, online training, and websites

Desired skills

- Proficiency in the Microsoft Office Suite (i.e. Word, Excel, Powerpoint, Outlook), Adobe Photoshop and/or Adobe In Design
 - Proficient in graphic designing tools such as Adobe Photoshop, Corel Draw, Illustrator, Ink Shape & related software knowledge
 - Proficient in programming, data/ content management, website development with Java, .NET, JavaScript or HTML/DHTML.
 - The overall work may also include leveraging leading technologies like SAS, Big Data, Hadoop, Hive, Pig, Python, SQL, Artificial Intelligence, Machine Learning, Data Annotation Services.
- **DURATION:**
 - The internship program shall be effective from first week of June 2020. The terms and conditions of internship shall be effective from the date of joining by the interns.
 - The internship duration shall be for a period of two 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.
 - 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 not be entitled for any financial remuneration/stipend during their internship period. No payment towards stipend, transportation etc. shall be paid to the interns by NPC.
 - **CERTIFICATE:**
 - The interns will be issued 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 etiquettes 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 concerned Head(s) regarding their learning experience.
 - **NON-DISCLOSURE:**

- The interns shall not, either during the internship period or after expiration of this internship, disclose any proprietary or confidential information relating to the services, contract or business or operations of NPC or its clients, whatsoever and to whosoever, without seeking prior written consent of NPC and in case of violation of the same, NPC may take necessary action as deemed fit & proper to safeguard the interests of the Council.
- 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 concerned Head. However, no certificate shall be awarded to such an Intern.
- GENERAL CONDITIONS:
 - The Internship programme shall neither be an employment nor the assurance of any employment with the NPC.
 - The internship offer will be based on the information furnished by the interns in their respective application and resume and otherwise will be null and void if a material error (in NPC's opinion) is discovered at any point of time.
 - The interns shall acknowledge and ensure that no information about the software, hardware, database and the policies of the NPC is taken out in any form including electronic form or otherwise by them.
 - The Copyright of the developed software/applications 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

Basic Detail

Name			
Date of Birth (DD/MM/YYYY)			
Gender			
Email-ID			
Nationality			
Address			
State			
City			
Pincode			
Mobile			
Select Discipline Area for Internship			
Select Location Area for Internship			

Educational Qualifications Details:

Present Education Qualification (Select)

Name of Degree/ Examination being pursued/ passed :

(Text Box)

Name of the Institution/ College/ University:

(Text Box)

Total Internship Period (in Months) :

(numeric field)

Important instructions- Kindly upload the letter for Permission by the Institute/College/ University for Internship as per Annexure-II

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.

I also certify to abide by the NPC's prescribed terms and conditions for the internship programme during my internship period with NPC.

Place:

Date:

**ANNEXURE-II: PERMISSION LETTER BY THE INSTITUTE/COLLEGE/
UNIVERSITY FOR INTERNSHIP AT NATIONAL PRODUCTIVITY COUNCIL**

To,
Director (HRM)
National Productivity Council
New Delhi - 110003

Certified that the Information given by the Student intern (Name)_____ and
(Roll No./ Registration No.)_____ is true and correct as per the records of the
our University/ Institution's _____ (Name of Institute/College/
University) records.

Certified that, the internship project is part of the academic curriculum of the regular degree
programme. The course is recognized by Government of India.

Certified that if selected, the Student intern will abide by the NPC's prescribed terms and
conditions for the internship programme during his/her internship period with NPC.

(Name & Signature and seal of authorized official of
the Institute/College/ University)

Place:
Date: