



HSR INNOVATION CENTRE TRUST

INTERNSHIP SCHEME

1. PURPOSE:

An internship is an opportunity for a student to secure first hand and practical work experience under the guidance of a qualified and experienced Supervisor/Mentor. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. High Speed Railways Innovation Centre (HSRIC), a trust registered under society act, to undertake research and development in relevant fields of High-Speed Rail technology by leveraging Indian technical capabilities so as to contribute to rail transportation, happier society and self-reliant nation through development of indigenous capabilities & cost-effective solutions. HSRIC has decided to notify these “Internship Guidelines”, to provide a framework for engagement of Interns for a limited period. A list of areas for which internship is invited is enclosed as Annexure A.

2. DEFINITIONS:

Unless the context requires otherwise, the following words shall have the meaning attributed to them in these guidelines:-

- (i) “HSRIC” means High Speed Railways Innovation Centre, located at Asia Bhavan, New Delhi
- (ii) “NHSRCL” means National High Speed Rail Corporation Limited, Corporate Office, New Delhi and its project offices, site offices.
- (iii) “Competent Authority” means Chairman/HSRIC who is also Managing Director of NHSRCL.
- (iv) “Sponsoring Institution” means the Academic Institution, in which the applicant is currently studying or has recently passed out.
- (v) “Applicant on Internship” is a person, who wants to work for mutual benefit with HSRIC, on a full-time basis with the sole purpose of enriching his knowledge in the area of expertise.
- (vi) “Area of Expertise” means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

3. ELIGIBILITY:

- (i) Indian students from recognized universities in India.
 - (a) Pursuing M.Tech/M.E/ M.Arch
 - (b) 4t Year students of B.Tech/B.E./B.Arch or equivalent of the 10+2+4 pattern of education.
- OR**
- (c) Pursuing integrated degree course or dual degree (B.E./B.Tech, M.E./M.Tech.) and

are in the 4th/5th year of the 10+2+5 pattern of education.

- (ii) Graduate Students having completed / appeared in the term end exams of 1st Year/2nd Semester of their post-graduation such as MBA (HR/Marketing/Finance, etc) or pursuing research / PhD.
- (iii) Possessing minimum qualifications as above shall not guarantee internship in HSRIC. Candidates having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

4. DURATION OF INTERNSHIP:

The minimum duration of internship shall be of **two months**, extendable, depending on the performance of the candidate, requirement of NHSRCL and time the Intern is willing to spend with HSRIC.

5. HOW TO APPLY:

- (i) Interested and eligible students need to submit application as per the below schedules as per the application form in Annexure-B

Period for Submission of Application Form	Corresponding period of Internship Programme
1 st January to 15 th January	1 st April to 30 th June
1 st April to 15 th April	1 st July to 30 th September
1 st July to 15 th July	1 st October to 31 st December
1 st October to 15 th October	1 st January to 31 st March

- (ii) These applications need to be sponsored/forwarded by the Sponsoring Institute only. Application received direct or any other Institute shall be rejected. Decision of HSRIC Trust shall be final & Binding.

6. SELECTION:

- (i) All the applications received will be evaluated by the executive committee of HSRIC.
- (ii) The executive committee will consult the heads of various verticals of NHSRCL before the selection of eligible candidates is made for internship.
- (iii) The Head of verticals can take a maximum of 3 (three) interns for Internship at a time.
- (i) For selection of interns, personal or Virtual Meeting or Telephonic Interview may be conducted, if deemed necessary. No TA / DA shall be paid to candidates for attending the personal interview in case of journey mode
- (ii) List of selected candidates will be informed to the concerned sponsored institute (or) shall be displayed in the website.

7. CODE OF CONDUCT:

The Intern appointed by HSRIC shall strictly observe the following Code of Conduct, which shall include but not be limited to, the following:

- (i) The Intern shall follow the confidentiality protocol of NHSRCL/ HSRIC and shall not reveal to any person or organization confidential information relating to NHSRCL/ HSRIC, its work and policies.
- (ii) The Intern shall not claim any intellectual property right, of work done at HSRIC/ NHSRCL and has to strictly maintain the confidentiality of HSRIC/ NHSRCL's intellectual property. Any violation/infringement will be viewed adversely against the Intern as well as the institution to which he/she belongs and may invite appropriate penal action.
- (iii) The students and the Sponsoring Institution concerned shall have no claim whatsoever on the results of the project work. HSRIC retains all reports generated during the course of project work.
- (iv) Interns may, with the prior written permission of HSRIC, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to HSRIC/ NHSRCL cannot be revealed under any circumstances.
- (v) Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of HSRIC/ NHSRCL.
- (vi) In general, an Intern may not interact with or represent HSRIC/ NHSRCL vis- à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of HSRIC/ NHSRCL depending on the nature of their roles and responsibilities.
- (vii) No Intern shall interact with or represent HSRIC / NHSRCL to the media (print and electronic).
- (viii) Interns will conduct themselves professionally in their relationship with HSRIC / NHSRCL and the public in general.
- (ix) Interns are required to be present at NHSRCL premises from **09.30 am to 05.30 pm**, unless otherwise permitted by the Controlling Officer/Mentor in writing.
- (x) The Intern has to make his/her own accommodation & Transport arrangement during the internship.
- (xi) Interns will be required to have their own laptops. HSRIC/ NHSRCL shall provide them working space, internet facility and other necessities as deemed fit by the concerned Controlling Officer/Mentor.
- (xii) The Books/Material of HSRIC/ NHSRCL is limited to referencing only; borrowing of books/journals is not extended to the Interns. However, Xerox copies may be obtained with the prior sanction of Controlling Officer/Mentor at the own cost of Intern.
- (xiii) In the event of unsatisfactory performance, the concerned Intern may be advised by HSRIC/NHSRCL to discontinue the project work, before the completion of the term of internship.
- (xiv) Intern shall submit a declaration as per **Annexure – C** (Applicable for those are selected for Internship)

8. PLACEMENT:

- (i) Every batch of Interns or individual Interns, as the case may be, will have a

Controlling Officer/Mentor from NHSRCL.

- (ii) The internship is neither an employment nor an assurance of an employment with NHSRCL.

9. ATTENDANCE:

While doing internship in HSRIC, the candidate should have a minimum 75% attendance and they have to mark In and Out time on daily basis.

10. SUBMISSION OF REPORT/PAPER:

- (i) Work plans and work schedules shall be developed by the Controlling Officer/Mentor and the Interns shall invariably adhere to the same.
- (ii) The Interns will be required to submit a soft copy and hard copy of the Project Report on the work undertaken at the end of the internship to HSRIC.
- (iii) The certificate in the project report prescribed by the Sponsoring Institution, the cover page and all certificates in the project report should categorically reflect that the project work was executed at HSRIC. The acknowledgement sheet in the project report should mention the name of the Controlling Officer/Mentor who has guided the Intern at HSRIC prominently.

11. CERTIFICATE OF INTERNSHIP:

Certificates will be issued by HSRIC to the Interns on the successful completion of internship and submission of Report duly countersigned and accepted by the Controlling Officer/Mentor.

12. TERMINATION:

- (i) HSRIC may disengage an Intern if HSRIC is of the view that the engagement of the Intern are no more required.
- (ii) HSRIC may terminate the engagement of the Intern at any time without assigning any reasons and with immediate effect.
- (iii) If the Intern decides to disengage from HSRIC, he should provide 2 weeks' prior notice.
- (iv) Up on termination, the Intern must hand over to HSRIC, any papers, equipment's or other assets which might have been given to the Intern by HSRIC in course of his project work. This will include any badges or ID Cards which may have been issued to the Intern.
- (v) If it comes to the notice of HSRIC that the person whose engagement have been terminated by HSRIC continues to act in a manner which gives an impression that he is still working for HSRIC, the HSRIC shall be free to take appropriate legal action against such person.
- (vi) The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.

13. POWER TO REMOVE DIFFICULTIES:

The Competent Authority shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

List of Areas for internship

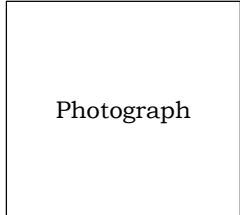
1. HSR Technology in the areas of
 - a. Civil Structure
 - b. Track
 - c. Signaling and Telecommunication,
 - d. Electrical system,
 - e. Various components of Rolling Stock,
 - f. Maintenance Depot for HSR infrastructure including Rolling Stock, Track, S & T and Electrical system
 - g. Safety and Disaster Management,
 - h. HSR terminals including Station
 - i. HSR amenities related to HSR system users
2. Use of Data Analytics in HSR system
3. Use of IOT in HSR system
4. Programme Monitoring and Evaluation
5. Project appraisal and management.
6. Economics of HSR
7. Inter-modal connectivity and HSR
8. Public Finances/Budget
9. Public Private Partnership in HSR
10. Any other item related to HSR

Annexure B

HSR Innovation Centre,

Application for Students Internship Training

Details of the trainee (Strike out whatever is not applicable)



Name (in capital) _____

Date of Birth _____ Gender: M/F, Category: Gen/SC/ST/OBC/Others

Address for Correspondence _____

Permanent Address: _____

Mobile No. _____ E-mail _____

Father/Mother's Name: _____

Father/Mother's Occupation: _____

If employee of NHSRCL, Designation _____, Place of Posting _____

Mobile No _____ E-mail _____

Academic Details:

Name of the Present Institute _____

Name of the Present Course _____

Present Semester/year _____

Last semester % age _____ %age of 10+2: _____ (Attach proof)

Discipline in which Internship is sought:

Duration of Internship From _____ to _____

Specific Area(s) of Work/Interest (in Block Letter) for the Internship in the order of Priority

(i)

(ii)

The above-mentioned topics may or may not be considered and the final decision regarding area of work is solely at the discretion of NHSRCL.

Preferred Location for Internship _____

<p>I _____ son/ daughter of _____ request the i/c nodal agency for granting me the permission to undertake Internship at HSRIC. I have not undergone any student's training in HSRIC, of similar type before.</p> <p>Date _____ (Signature of applicant)</p>	<p>This is to Certify that the information furnished above is correct to the best of our knowledge.</p> <p>Recommendation by HOD/Faculty/Training and Placement Officer.</p> <p>Date _____ (Signature and Seal) (Sponsoring Institute)</p>
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*The candidate needs to send this filled up form along with the supporting documents in single pdf document to the e-mail address innovation.hsr@nhsrcl.in before the due date.

FORMAT FOR DECLARATION BY INTERN TRAINEE

With reference to the offer for internship vide letter No. _____ dated _____,
I hereby undertake the following that:

- I. I will be doing internship from _____ to _____ at _____.
- II. I would be abiding by all General rules and regulations of discipline and conduct Rules of HSRIC/ NHSRCL.
- III. I would be abiding by all the rules applicable to internship trainees of HSRIC as per Internship Scheme.
- IV. I am liable to compensate to HSRIC for any loss or damage to equipment and fittings/assets that may be caused during the course of training.
- V. I will not be treated as employee of HSRIC/ NHSRCL and as such will not be entitled to any compensation or damages from HSRIC/ NHSRCL 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 Unit/office/ Project concerned.
- VII. I will not claim any advantage for employment in HSRIC/ NHSRCL in future on the basis of the internship.

Date:

Name:

Institute:

Course:

Declaration by the Parent / Gurdian of Trainee

_____ (name of the Parent / Gurdian) undertakes to indemnify HSRIC/ NHSRCL for any loss or damage to equipment and fittings/assets that may be caused by Mr./Ms. _____ (name of the trainee) during his/her internship with HSRIC.

Date

Signature
Name

Countersigned by

(Authorised Signatory)
For Head of the Institute