



सोलर एनर्जी कार्पोरेशन ऑफ इंडिया लिमिटेड
नई दिल्ली 110 017

न. सेकी/ माँ.सं./18

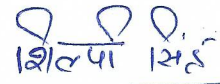
दिनांक: 06.12.2018

परिपत्र

विषय: SECI INTERNSHIP POLICY

Board of Directors in its 39th meeting held on 19.11.2018 has approved the SECI Internship Policy. The same is hereby notified and put into circulation for information of all.

Hindi version follows.


(शिल्पी सिंह) 6/12/18

प्रबन्धक (का एवं प्र)

वितरण:

1. सभी कर्मचारी
2. सूचना पट्ट
3. कार्यालय आदेश फ़ाइल
4. विषय से संबन्धित फ़ाइल

प्रतिलिपि :

प्रबंध निदेशक के निजी सचिव - सूचनार्थ
सभी निदेशको के निजी सचिव - सूचनार्थ





Ref No. SECI/HR/Intern Policy/ 18

Dated : 06.12.2018

SECI INTERNSHIP POLICY

SECI Internship Policy seeks to impart comprehensive practical experience to students pursuing Engineering Degree/ Research Scholars/ M-Tech in Renewable Energy Sector / CA/CS /ICWA/ CMA/MBA enrolled in recognized University/Institution within India or abroad. The students shall be given exposure to various Verticals/Divisions/Units within SECI and would be expected to supplement the process of analysis within SECI through pragmatic collection and collation of in house and other information.

1. OBJECTIVE :

The Internship Program will serve as an opportunity for students to gain understanding about Renewable as a sector and SECI as an employer and helps them evaluate future career opportunities. The Program will be structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. The work should be meaningful and must be mutually beneficial for intern and the Corporation.

It is neither a job nor any such assurance for a job in the Corporation.

2. APPLICABILITY:

The Internship will be available to students engaged in research / students pursuing Engineering Graduate & Post Graduate Degree / Ph. D in Renewable Energy Sector / CA/CS /ICWA/ CMA/MBA in HR/ Finance/ IT/ CC from recognized University/Institution within India or abroad.

3. PURPOSE :

The 'Interns' shall have an opportunity to know about the implementation of Government of India schemes in Renewable Energy and Solar-Wind Hybrids, Floating Solar, Solar Manufacturing and Battery Energy Storage Systems, Solar

शिव्या 12/18

Park development, Solar Rooftop projects and Off-grid solar applications and contribute to the renewable sector by generating inputs & analysis of data along with the practical exposure towards the other professional fields.

4. DURATION & STIPEND PAYABLE :

The internship will be on paid basis for a minimum period of 03 months & maximum period 06 months for Engineering/M-Tech students (during internship/course) & for CA/CS /ICWA/ CMA 06 months to 03 years, for MBA students minimum 07 weeks to 06 months. Those who have completed course or left in between will not be eligible. A list of domains/areas for which Internship is invited is enclosed as Annexure 'A'.

An amount of Rs 5000/- shall be paid as stipend to all Engineering Graduate & Post Graduate Degree / Ph. D in Renewable Energy Sector / CA/CS /ICWA/ CMA/MBA in HR/ Finance/ IT/ CC.

Internship shall be available throughout the year based on the requirements of SECI

5. APPROACH & METHODOLOGY :

- (i) Interested students may apply on-line only in the address link to be indicated in the website of SECI during 1st to 10th of every month for internship likely to commence from the following month.
- (ii) Interns must also clearly indicate the area of interest.
- (iii) A candidate can apply for internship only once during a financial year. The application will be valid for consideration for the entirety of the financial year in which the application is made.
- (iv) At the time of commencement of training, students shall be required to produce a letter from their Institutes, indicating their status in the Institution and "No Objection" for allowing their student to undergo Internship Programme for the period for which he or she is selected.
- (v) The HR Department will be the process owner for the Internship Program and will be responsible for the design, implementation and further modification of the program on need basis.
- (vi) All the applications received on-line will be forwarded by the HR to the concerned Heads of Departments in SECI for further scrutiny and

selection. The concerned Heads may take into account the applications for the current financial year while selecting suitable interns.

- (vii) The scrutiny will be based on the applications forwarded by the students, preference will be given to the students having good academic record.
- (viii) The Heads of Departments can take a maximum of 3 (three) interns for Internship at a time. However upto 06 interns can be taken by HoD in case of Engineering/M-Tech/CA/CMA students depending upon the need. HoD will forward the list of shortlisted students and HR will send the offer of internship to the selected students. The decision of the HoD regarding the suitability of a candidate as intern shall be final.
- (ix) Depending upon the number of applications received against a particular domain/area, SECI reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.
- (x) The concerned heads of Departments shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed.
- (xi) HoD will also be responsible for assigning a Project Head/ Mentor to the intern.
- (xii) Interns shall be required to submit a brief report/paper at the end of their assignment to the Heads of the concerned Departments about their learning experience.
- (xiii) Presentation will be conducted by the concerned Heads of particular Departments for their interns.

6. TERMS & CONDITIONS :

A student would be eligible for an internship based on the following criteria:

- (i) The internship program does not include compensation of any kind, boarding, lodging, transportation etc. The stipend of Rs. 5000 /- per month will be paid to the 'Interns'.
- (ii) No fee would be charged from the interns.
- (iii) Intern will maintain a regular internship schedule determined by the intern and his/her Project Head.

12/04/11 12/15

- (iv) Intern will demonstrate honesty, punctuality and willingness to learn during internship program.
- (v) Interns will be required to have their own laptops. SECI shall provide them working space, internet facility and other necessities as deemed fit by the concerned Heads. However, CA/CS/ICWA/CMA/MBA interns may be provided the desktop as per the requirement.
- (vi) The intern will not disclose to any person, directly or indirectly, the contents of any file or papers which constitute work product, or any documents therein which are privileged and/or confidential. The Interns shall be required to execute a non-disclosure Bond to ensure the security of the data accessed by them during the tenure of intership.
- (vii) The intern will be under the administrative control and discipline of the Project Head/ Mentor assigned.
- (viii) Company may at any time in its sole discretion, terminate the internship without notice or cause. Aslo an intern can leave the program by giving prior notice of seven working days to the Project Head/ Mentor under intimation to HR. No certificate shall be awarded to such an intern.
- (ix) The internship course shall not confer any claim or right for any employment in any office / establishment under the administrative control of the Company.

7. SUBMISSION OF REPORT :

On successful completion of the internship, the trainee will have to submit a report by giving their feedback including ideas/ suggestions for improvement/ innovation etc. The project report complete in all respect must be submitted to Project Head/ Mentor. The Project Head/ Mentor shall inform HR department in writing about the completeion of the project.

8. ISSUE OF COMPLETION CERTIFICATE:

On receiving the intimation from the Project Guide/ Mentor reagrding the submission of Project Report, HR department shall issue a certificate of completeion to the intern. After ensurring the the attendance record and the details of work supervision assigned by the Heads of the Departments.

HR Department shall maintain complete record/ MIS of all the interns who have undergone Internship in the Corporation.

9. AMENDMENT:

Managing Director will have power to amend, modify and alter provisions of this policy in accordance with the business needs of the Corporation

SECI reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of SECI.

12/04/18 12/5

