

Provisional Internship Letter



OIL AND NATURAL GAS CORPORATION LIMITED

Khusbu Dugar

dugarkhusbu9@gmail.com

Date: 24 Nov 2024

Subject: Provisional Internship Letter for your Internship under the PM Internship Scheme

Dear Khusbu Dugar,

This is with reference to your selection for internship under the PM Internship Scheme with OIL AND NATURAL GAS CORPORATION LIMITED in the field of Finance & Accounting. We are pleased to share this provisional internship letter for you to read and understand all the relevant information and conditions.

2. This internship will provide you with valuable on-the-job training, exposure to real-life business scenarios, and the opportunity to enhance your skills as per industry standards. The details of your internship are as follows:

Name of Organization: OIL AND NATURAL GAS CORPORATION LIMITED

Internship ID: PMIS-2024-2579

Details of Internship: Vendor Payment, Vendor Master Management, Sales Accounting, Budgeting, Asset Accounting, Accounts Preparation, Bank Reconciliation, Debtors and Creditors Management, Personal Claims etc. Soft Skills, MS Office – Excel, Word, PPT, Communication Skills.

Internship Start Date: 2 Dec 2024

Internship Duration: 12 months

Location of Internship: To be communicated at the time of reporting

3. Subject to the fulfilment of terms & conditions of the internship offered, you will be provided with the following benefits during your internship:

One-Time Grant for Incidentals Rs. 6,000 to be paid by the government, on your joining the internship Monthly Assistance.

A stipend of Rs. 5,000 per month, with Rs. 500 provided by the company and Rs. 4,500 provided by the government.

Insurance Coverage: Coverage under the Pradhan Mantri Suraksha Bima Yojana and PM Jeevan Jyoti Bima Yojana, provided by the government.

4. Please note that this provisional internship letter is an offer for internship and will be confirmed upon:

- i. Your acceptance of the annexed terms and conditions of the internship and completing all required joining formalities.
- ii. Reporting to the work at ONGC Cinnamara Jorhat on November 30, 2024 at 11:00 with the following documents for verification.
 - a. Identity Proof (Aadhaar Card / PAN Card / Driving License) (Two Copies)
 - b. All Original Educational Certificates
 - c. Passport sized Photographs

5. If you have any questions or need further clarification regarding this offer, please do not hesitate to reach out to Name: Priti Sureka, Email ID: sureka_priti@ongc.co.in, Contact No.: 7710091615.

6. We look forward to welcoming you to our organization as part of the PM Internship scheme and are excited to see your contributions and professional growth throughout this period.

Congratulations once again on your selection!

Best regards,

PRITI SUREKA

General Manager

OIL AND NATURAL GAS CORPORATION LIMITED

Enclosure: Roles and responsibilities of the interns, Roles and responsibilities of the company, Terms and Conditions.

ROLES AND RESPONSIBILITIES OF THE INTERNS

Sr.No	Responsibility
1	Adherence to Office Timings: The interns are required to be punctual and maintain regular attendance according to the office schedule.
2	Code of Conduct: The interns are expected to adhere to the company's policies, rules, and professional ethics. Any misbehaviour or non-compliance may lead to termination.
3	Active Participation: The intern shall perform duties assigned by the company faithfully and to the best of their ability, complete assigned projects within the specified time frame, and participate in professional development activities.
4	Leave Policy: Interns are required to adhere to the company's leave policies and provide prior notice for any leave. Approval is at the company's discretion.
5	Emergency Leave and Sabbatical: In cases of emergencies, a sabbatical of up to two months may be granted, but financial assistance will not be provided.
6	Unauthorized Absence: If an intern is absent without approval and fails to rejoin despite two notices, the internship will be terminated.
7	This engagement is in the capacity of an intern and shall not be construed as employment for any intent and purposes. Moreover, the current engagement does not entitle the intern to claim permanent employment with the Company.
8	The intern shall not be entitled to any benefits and allowances applicable to the employees/ apprentices/ other interns of the company, engaged through any other scheme or otherwise.

ROLES AND RESPONSIBILITIES OF THE COMPANY

Sr.No	Responsibility
1	The company will update the PM Internship Portal upon the intern's successful commencement of the internship. This notification will initiate the release of one-time assistance for incidentals for Rs. 6,000 via Direct Benefit Transfer to the intern's bank account.
2	Mentorship and Supervision: The company shall assign a qualified mentor or supervisor to guide and support the intern throughout the internship period.
3	Training and Development: The company shall offer practical, hands-on training that aligns with the current industry standards. At least 50% of the internship duration must be dedicated to practical, hands-on work.
4	Workplace Exposure: The company shall provide the intern with real-life business experience by allowing them to work on actual projects. Further, it must be ensured that the intern has a clear understanding of the tasks and responsibilities assigned.
5	Safe and Professional Work Environment: The company shall maintain a safe and conducive work environment that supports the intern's learning and growth.
6	The company shall provide a minimum monthly stipend of Rs. 500 to the intern. After the payment of Rs. 500 by the company, the government will release the amount of Rs. 4500 through Direct Benefit Transfer to the intern.
7	The company will offer regular feedback on the intern's performance to foster growth and address any areas of improvement and conduct evaluations at different stages of the internship to track progress and provide guidance.
8	The company would establish a prompt grievance redressal system with support available through the PM Internship Portal.

TERMS AND CONDITIONS

Sr.No	Term Description
1	Stipend and Other Entitlements :- Total stipend of Rs. 5,000 per month (Rs. 500 to be provided by ONGC and Rs. 4,500 to be provided by the Government).
2	Code of Conduct :- The interns are required to adhere to the company's policies, rules, and professional ethics. Any misbehaviour or non-compliance of rules/policies/code of conduct may lead to termination.
3	Termination :- Violation of terms and conditions by interns may lead to termination of internship.
4	Health and Safety :- Intern shall follow the standards/rules of safety and hygiene at the premises where they are engaged.
5	Police Verification :- Internship offered is provisional and subject to character and antecedent verification.
6	Data Security and Privacy :- Intern shall ensure that there is no breach of ONGC data on his/her part during internship or thereafter.
7	Self declaration :- The offer of engagement as an Intern is provisional and is subject to submission of a declaration at the time of engagement about qualification, address, family income, employment status etc.
8	Employment Bar :- No employment is to be given by company after internship.
9	Additional facilities during internship :- During internship ONGC to provide - Lunch, partial contribution for stay to outstation interns, Personal Protection Kit to field going interns, Mines Vocational Training to field going interns & transportation to installations.
10	Additional insurance :- Additional Group Insurance cover to be provided by ONGC.
11	Provisional clause :- All terms and conditions are provisional and can be modified on the sole discretion of ONGC.