

Provisional Internship Letter



NUMALIGARH REFINERY LTD

Wansdeep Singh Sehmi

www.wansdeep17@gmail.com

Date: 19 Nov 2024

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

Dear Wansdeep Singh Sehmi,

This is with reference to your selection for internship under the PM Internship Scheme with NUMALIGARH REFINERY LTD in the field of Administration. 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: NUMALIGARH REFINERY LTD

Internship ID: PMIS-2024-5832

Details of Internship: It is a Bachelor of Commerce internship. The skill set required is 30 days industrial training as per industry academia preferably. The minimum qualification required is 2nd class full time degree in Govt. recognized institution.

Internship Start Date: December 2, 2024 at 09:00

Internship Duration: 12 months

Location of Internship: Numaligarh Refinery Limited P.O.: Numaligarh Refinery Project Dist.: Golaghat, Assam, India PIN- 785699

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 Numaligarh Refinery Limited P.O.: Numaligarh Refinery Project Dist.: Golaghat, Assam, India PIN- 785699 on November 30, 2024 at 09:00 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: Sangam Panchanan, Email ID: sangam.panchanan@nrl.co.in, Contact No.: 9435151811.

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,

Sangam Panchanan

Assistant Manager

NUMALIGARH REFINERY LTD

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 INTERNS

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	<p>Stipend and Other Entitlements :- Interns will receive a stipend as specified under the Prime Minister's Internship Scheme, with the terms and disbursement as defined by the company and subject to Government of India guidelines from time to time. NRL will provide insurance coverage to the interns. However, no additional entitlements, allowances, benefits, or perquisites will be provided by NRL.</p>
2	<p>Confidentiality/NDA :- Interns must sign an NDA upon joining to protect NRL's proprietary and confidential information. This agreement restricts interns from disclosing, reproducing, or misusing any proprietary, technical, financial, or other sensitive information about NRL during and after the internship period. Any breach, intentional or unintentional, will hold the intern legally liable and may result in immediate termination along with potential legal action.</p>
3	<p>Code of Conduct :- Interns must adhere to the company's code of conduct standards while maintaining professionalism and respect toward all colleagues and company stakeholders. The intern shall maintain absolute integrity and devotion to duty. The intern is to observe, comply, and obey all lawful orders and directions which may, from time to time, be issued to him/her by any person under whose jurisdiction, supervision or control he/she may be placed. Overall, the intern shall conduct her/himself in a manner which will enhance the reputation of the company.</p> <p>Actions deemed prejudicial to the company's interests such as illegal and unethical activities, or any form of misconduct such as theft, fraud, riotous or disorderly behavior, disclosure of confidential information etc. are strictly prohibited and may result in immediate termination of the intern without notice.</p>
4	<p>Intellectual Property :- All intellectual property, innovations, or contributions made by the intern during the internship will be the sole property of NRL. Interns agree to assign all rights, title, and interest in any inventions or discoveries made during the internship to NRL. Interns are prohibited from retaining or using any work products or intellectual property beyond their tenure unless specifically authorized in writing by NRL.</p>
5	<p>Termination :- NRL reserves the unilateral right to terminate the internship at any time, with or without cause, notice, or compensation. Interns may also terminate their internship with the Company by providing a minimum of one week's written notice. Upon termination, interns must promptly return all company property and fulfill any pending obligations.</p>
6	<p>Non-Compete :- During the internship period, interns are prohibited from engaging in any employment, business, or activity that competes with or conflicts with the company's interests.</p>
7	<p>Data Security and Privacy :- Interns shall comply with all aspects of NRL's Information Security Policy, adhering strictly to NRL's guidelines on data security, use of LAN, and email protocols. Any misuse or unauthorized access of data will subject the intern to disciplinary action, including immediate termination and potential legal proceedings, as necessary.</p>
8	<p>Health and Safety :- NRL shall provide a safe working environment in alignment with its Health, Safety, and Environment Policy. Interns are required to observe all health and safety</p>

protocols diligently and to immediately report any safety concerns or incidents. Interns are solely responsible for any health issues arising from non-compliance with these protocols.

- 9 Background Verification Checks :- All interns are subject to background verification checks as part of the onboarding process. Any discrepancies, misrepresentations, or false information in the intern's application may lead to immediate termination without any further recourse.
 - 10 Equipment Usage :- Any equipment or resources provided to the intern are the property of NRL and are to be used exclusively for work-related purposes. Interns are responsible for maintaining these in good condition and returning all equipment in a satisfactory state upon the conclusion of the internship. Any damage or loss due to negligence will be the intern's financial responsibility.
 - 11 Safety Protocols :- Interns are required to follow all workplace safety protocols, including fire safety, emergency procedures, and any specific instructions outlined by the company. Failure to comply with safety guidelines may result in termination, and NRL holds no responsibility for any incidents arising due to an intern's non-compliance.
 - 12 Accommodation :- NRL does not provide accommodation or housing assistance for interns. Interns are fully responsible for arranging and funding their own accommodation and related expenses throughout the duration of the internship.
 - 13 Non-Employment upon Completion or Termination :- This internship is not a contract of employment, and NRL bears no obligation to offer permanent employment or continued association upon the conclusion of the internship period. Completion of the internship does not entitle the intern to any further role or benefits within the company.
 - 14 Legal Compliance and Indemnity :- Interns agree to comply with all applicable laws, regulations, and company policies. The intern shall indemnify and hold NRL harmless from any legal liabilities, claims, or damages arising out of the intern's actions or negligence during the internship.
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