

IREL CONNECT AND INSPIRE SCHEME

- Initiative towards institutionalizing the platform for interaction with students

1. NAME

The scheme shall be named as “**IREL Connect and Inspire (C & I) Scheme**”.

2. INTRODUCTION

IREL Connect & Inspire Scheme, here-in-after referred as “C & I Scheme” aims to provide a platform for industry-academia interaction by the following two schemes.

- (i) **Summer Internship Scheme**: For interaction by officials of IREL and its Constituent Units with young students/scholars/researchers (and vice versa) from academic institutions who are pursuing Chartered Accountancy, ICWAI, Company Secretary, Graduation/Post Graduation in Engineering, Graduation/Post Graduation in Personnel Management and Industrial Relations / HRM, Graduation/Post Graduation in Business Administration, Post-Graduation in Science etc. in recognized Universities / Institutions. The aforesaid scheme aims at engaging the interested students as “Summer Interns” with IREL to familiarize themselves in the different areas of operations/functions of IREL for mutual benefit for a period not more than 3 Months.
- (ii) **Topic Specific Internship Scheme**: Besides the Summer Internship Scheme, the Company also intend to have Topic Specific Internship Scheme, basically aiming at certain Company initiated short term projects for a period not more than 6 Months.

Both the above internship will neither be a job nor will be an assurance of a job in IREL or in any of its Constituent Units / Offices.

3. OBJECTIVES OF THE SCHEME

Both the Internship Schemes will have the following objectives:

- To allow young academic talent/intern to be associated with the functioning of IREL and its Constituent Production and Research Units for mutual benefits.
- To develop among the students the necessary skill require to apply theoretical knowledge to practical situations in different disciplines.
- Exposure to environment under which an organisation works.
- Developing disciplined attitude and ethical values required for professional.
- The organisation may benefit from the additional resources in the form of young talents and their inputs backed by fresh ideas, innovative skills, new technology, empirical analysis, reports / papers etc.

4. ELIGIBILITY CONDITIONS OF INTERNSHIP SCHEMES

- (i) The Internship Scheme will be applicable only to Indian Nationals residing in India.
- (ii) The applicant should be pursuing Chartered Accountancy, ICWAI, Company Secretary, Graduation/Post Graduation in Engineering, Graduation/Post Graduation in Personnel Management and Industrial Relations / HRM, Graduation/Post Graduation in Business Administration, Post-Graduation in Science etc. in recognized Universities / Institutions. However for Topic Specific Internship Scheme, the applicant who has successfully passed the degrees may also be considered.

5. **Duration:** The duration of the internship will be for maximum period of 3 Months for Summer Internship Scheme and 6 Months for Topic Specific Internship Scheme.
6. **Declaration of Secrecy:** Interns shall be required to furnish a Declaration of Secrecy prior to the commencement of the internship.
7. **Stipend:** The interns will be provided a stipend of
 - (i) Maximum of Rs.12000/- per month – for Topic Specific Internship Scheme.
 - (ii) No provision for stipend under Summer Internship Scheme.
8. **Engagement:** The interns would be attached to senior executives such as Head of Departments in Units / HO, Head of Units or any other authority of IREL for the entire period of internship keeping in view the areas of interest expressed by interns, their qualification. During this period, interns will be accountable to the above said officials they-are-attached to.
9. **Submission of papers:** The interns will be required to present a brief report / paper at the end of their internship to the concerned reporting authority highlighting their observations and submissions, if any. The topic of the project during the internship will be mutually agreeable by IREL and the institution.
10. **Certificate of Internship:** Certificates will be awarded to interns upon satisfactory completion of their internship and on submission of brief report / paper, subject to evaluation and acceptance by IREL.

11. Selection of Interns:

- (i) **Under Summer Internship Scheme:** The nearby Universities / Educational Institutions may sign a MoU, in pursuance of which its students can do internship in IREL.

Additionally, IREL will have the right to issue a web based notification calling for applications every year before the summer vacation. The completed applications in prescribed proforma (Annexure-I) may be sent to designated authority, to be prescribed by the Competent Authority.

All applications received in pursuance to MoU or in response to the notification will be scrutinized by a Selection Committee duly constituted by the Competent Authority. The actual offers of engagement will be sent to the selected interns subject to availability of slots and approval of the Competent Authority of the recommendation of the Selection Committee.

The candidate will be required to produce a permission letter from their head of the Institution or the Head of the Department before undertaking the internship.

- (ii) **Under Specific Internship Scheme:** For specific company initiated projects, separate web based notification will be made and the selection process mentioned in the preceding para will be followed.

Knowledge of computer operation as well as excellent written and oral communication, ability to work in a dynamic environment, good comprehensive skills will be given additional weightage while selecting the Intern.

- (iii) **Number of interns:** The number of interns in different areas of operations and in different Units will be decided every year by the Competent Authority or by any other Authority to whom such power is delegated by the Competent Authority.

- (iv) The internship will neither be a job nor will be an assurance of a job in IREL or in any of its Constituent Units / Offices.
- (v) For the administration of the scheme, the CMD shall be the Competent Authority for all purpose

12. **INTERPRETATION AND AMENDMENTS**

The Competent Authority shall have the authority to approve for issuance of necessary orders including subsequent amendments, if any, for effective implementation of the scheme. In case of any necessity of interpretation pertaining the scheme, the decision of the CMD will be final.

INDIAN RARE EARTHS LTD**To****Unit Head, (Name of the Unit)**(To be submitted to Unit Head where
the applicant intend to do the internship)**IREL**

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|---|
| Paste a recent passport size photograph. Sign across photo as well as form. |
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Application for Summer Internship

| | | |
|-----|--|--|
| 1. | Name | |
| 2. | Father's/ Mother's name | |
| 3. | Date of Birth | |
| 4. | Gender | |
| 5. | Nationality | |
| 6. | Present Address (for communication) | |
| 7. | Email address | |
| 8. | Telephone number | |
| 9. | Aadhaar Card No. | |
| 10. | Marital Status | |
| 11. | Name and address of Educational Institution presently enrolled in along with suitable letter from Educational Institution for summer internship to be enclosed. | |
| 12. | Course and progress | |
| 13. | Area of interest for internship (maximum three fields, and a Statement of Purpose for each such chosen field in a separate additional sheet) | |
| 14. | Projects undertaken in the past, if any | |
| 15. | Extracurricular activities/ interests | |

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|-----|--|------------------------------|--------------------|------|-----------------------------------|---|
| 16. | Educational Attainments (Higher Secondary up to highest completed course) [add more rows if necessary] | | | | | |
| | Sl. No. | University/ Institute/ Board | Examination passed | Year | Division/ Percentage/ Grade/ CGPA | Subjects (indicate Main & Ancillaries separately) |
| | (i) | | | | | |
| | (ii) | | | | | |
| | (iii) | | | | | |
| | (iv) | | | | | |
| | (v) | | | | | |
| 17. | Two references (preferably from present Institute(s) last attended) along with their contact numbers | | | | 1. | |
| | | | | | 2. | |

Declaration of Applicant

I declare that the above information is true and correct to the best of my knowledge and belief. I do not have any personal or commercial or other conflict of interest in the assignment with the IREL with any other role that I have currently or had in the past.

2. I am aware that in case of a misrepresentation or a materially false declaration, it not only brings disrepute to myself but also renders me liable to action according to applicable law. I also understand that the application is liable to be rejected and/or internship cancelled in case such a discrepancy is detected at any stage before completion of internship. The Internship certificate may also be recalled should such a contingency arise after the same has been awarded to me.

Place:
Date:

Signature:
Name of Applicant
(in capital letters):