

## **GUIDELINES FOR PROJECT WORK (UG/PG) & INTERNSHIP-2014-2015**

### **STUDENTS ELIGIBILITY:**

Wards (Student) of NLC Employees/Indcoserve /CISF/Contract Labours/PAPs/HOWSICOS and other private students. (Students should have completed VII<sup>th</sup> Semester in Final Year for UG course and First year for PG course).

### **COURSE ELIGIBILITY:**

**For Wards:** Final semester students of full time /part time UG/PG in Engg./Technology/ Degree or Diploma in professional course in any discipline /Non Engg./Medical/Paramedical.

**For Non Wards:** Final semester full time UG/ PG in Engg/ Technology only (MBA, MCA, M.Sc, MBBS, PGDM)

**For Internship:** Only B.E (Sandwich) BBA/BCA/BDS/MBA//MSC/MCA/MBBS/PGDM in respect of Non wards and for wards as above.

### **HOW TO APPLY :**

The eligible students are requested to submit the following documents to the Deputy General Manager/Employee Development Centre, Block-20, NLC Ltd., Neyveli-607803.

#### **I. For Wards (Son or Daughter of Employee / Indcoserve/ Contract Labours/PAPs/HOWSICOS/CISF):**

1. Employee requisition letter addressing DGM/ED to permit his/her Ward for Project Work (Format 'A' enclosed)
2. College requisition letter in their letter head (not Bonafide certificate) with declaration to abide the conditions of NLC for Project Work (Format 'B' enclosed)
3. Xerox copy of the Employee Medical Identity Book –(First and third page)
4. Xerox copy of the Student (Ward) Medical Identity Book (first page)
5. Xerox copy of the ID Card of Employee /Indcoserve/ Contract Labours/PAPs/HOWSICOS/CISF.
6. Xerox copy of Students ID Card issued by the College/ Institution.

#### **II. For others(Nonward/Private Students)**

1. Employee requisition letter addressing DGM/ED to permit the Nonward for Project Work (Format 'C' enclosed)
2. Student requisition letter addressing DGM/ED to permit for Project work with a reference of any employees with Name, CPF No., Designation, Division & Unit (Format 'D' enclosed).
3. College requisition letter in their letter head (not Bonafide Certificate) with declaration to abide the conditions of NLC for Project work (Format 'B' enclosed)
4. Xerox copy of the ID Card of employee/referee.
5. Xerox copy of Students ID card issued by the college/ Institution.

### **CONDITIONS:**

- First preference will be given to students of NLC employees on first come first served.

- Second preference will be given for peripheral/private students under Non ward category.
- Only the approved no. of batches will be permitted for UG Project work (minimum 3 & maximum 4 students in one batch) for wards and non ward students.
- For non ward students, Project Works will be awarded on First come First served basis subject to the above condition
- Private students, if permitted should remit the prescribed fee of Rs.500/- per students per week in account No. 31721772309, **State Bank of India, Block-2, Neyveli -607 801** and produce the original challan at the time of getting the Application Form at Employee Development Centre.
- In case of any other Branch of State Bank of India, in any city/Town, the additional amount for their service charges, as applicable, shall be paid, in addition to the fees, and to be remitted in the above same Account Number.
- Fee will have to be paid only through State Bank of India and not from any other Bank or any other form of payment.
- Fees once paid will not be refunded under any circumstances.
- All the students in the batch should report together at the time of joining.
- The students should produce their original College ID Card for verification of identity at the time of joining.
- The students can select their Project period between January 2015 to March 2015, as required, subject to a minimum period of 4 weeks and a maximum of 12 weeks (No further extension will be permitted).
- Project work Topic and Guide have to be chosen by the student themselves.
- The Project work when submitted must be beneficial to NLC and accordingly Projects will be allotted to students.

**Note:** 1, The applications from the eligible Students (Wards & Nonwards) will be received from 05.12.2014 at 10.00 AM to 15.12.2014 at 05.00 PM at Employee Development Centre, Block-20, NLC Limited, Neyveli – 607 803 through Tapal/Courier/Hand delivery.

2. The application received beyond the dates will not be entertained any further.

3. The Colleges /Institutions are informed that their request for Project Work (UG/PG) directly through tapal addressed to DGM/EDC will not be entertained as the applications are to be processed through the tapal receipt system.

4. The colleges / Institutions and others who had already submitted their requests are instructed to once again submit their application after the scheduled dates for consideration. (The earlier sent applications will not be considered)

5. The short listed applicants will be displayed at the EDC notice board tentatively on or before 27.12.2014.

6. In case of any dispute /clarity the decision of the DGM/ED is final and binding.

  
DY. GENERAL MANAGER/ED. 02.12.14