

Internship Programme at IRFC

Summer Internships for the Undergraduates/Post Graduates/Research/Chartered Accountants/ICWA/Company Secretary/MBA/Commerce/Economics/Management (HR- Administration) Students in Indian Railway Finance Corporation Ltd, A CPSE under Ministry of Railways, Lodhi Road, New Delhi, for the year 2017-18.

Indian Railway Finance Corporation Ltd (IRFC) was incorporated on 12th December, 1986 as a Public Limited Company. IRFC is a wholly owned Central Public Sector Undertaking under the administrative control of Ministry of Railways, Government of India. The Company has been registered with Reserve Bank of India as a Non-Banking Finance Company and has been classified as an Infrastructure Finance Company (NBCC-IFC). The Company is also a notified Public Financial Institution under the Companies Act.

IRFC is the dedicated funding arm of Ministry of Railways which was created to meet the Extra Budgetary Resources (EBR) requirements and augment the Plan funding needs of Indian Railways.

IRFC mobilizes funds from different sources both from the domestic and international financial markets. The main sources of fund raising from the domestic market are tax free Bonds/taxable bonds, long term rupee loans from Banks, Securitization/Assignment of Lease receivables from MOR and Lease financing from Banks/FI's etc., The Company raise funds from the overseas market through Syndicated Foreign Loans, issue of bonds/notes both in the offshore and international capital markets and loans from multilateral financial institutions/insurance companies. Funds mobilized by IRFC are transferred to MOR primarily for acquisition of Rolling Stock Assets including wagons, coaches, locomotives etc.,

IRFC proposes to offer upto a maximum of 4 internships i.e., Two from undergraduate & Two from Graduate & above, in the field of Commerce/Economics/MBA(Business Management)/MBA(HR-Administration)/Company Secretary/ICWA/Chartered Accountants. Each intern shall select field of interest & no interns will have same field. Each intern should define his scope of interest in his field i.e., objective & scope of study. Submission of paper/report at the end of internship is mandatory and will be evaluated. Duration of each internship shall not be more than 08 weeks (02 months). Wards of IRFC staff are encouraged to apply & participation in internship programme, subject to availability and conditions of IRFC management. Other conditions is to be followed and annexed at the end of advertisement.

Subject : Invitation of Internship Programme at IRFC

An internship programme for the year 2017-18 is being conducted by the Indian Railway Finance Corporation Ltd at Lodi Road, New Delhi. Salient features of the internship programme of the IRFC are as follows.

1	Objective	To familiarize the students pursuing Under Graduate/Graduation/Post Graduation in the field of Commerce/Economics/Management/ICWA/CA/Company Secretary with the working of IRFC and formulation of policies, Scope, Research, Study etc.,
2	Eligibility	<p>Any Indian National pursuing in Govt recognised under-Graduate/Graduate/Post Graduate Degree are eligible to apply. Institutes of National & International repute are preferably. NOC from College/University is mandatory for internship programme.</p> <p style="margin-left: 40px;">a) Students pursuing Post Graduation should have obtained a First Class Graduate Degree.</p> <p style="margin-left: 40px;">b) Students pursuing undergraduate course should have completed atleast two years of study in Degree and should have a consistently good academic record.</p> <p>Note : Relaxation for OBC/SC/ST is to be considered and special case for children of IRFC staff.</p>
3	Duration	Internship programme will be Two months (08 weeks) only during the financial year 2017-18.
4	Subject and Location	<p>Area of Study can include Financial Management, Material Management, Commerce & Economy Study Management, Accounting standards, if any topic assigned by IRFC or List of Topic enclosed etc.,</p> <p>Please refer Annexure-I.</p> <p>He/She should mention suggested areas of his/her interest. However, assignment of subject/Topic shall be prerogative of the IRFC administration.</p>
5	Stipend	<p>Nil.</p> <p>Note : No other allowances/perks, if any etc., are not given or considered by the IRFC management.</p>
6	Stay & Transport arrangements	Boarding & lodging and Transportation arrangements will have to be made by the intern.

7	Submission of Paper/Report	On Completion of Internship, the intern would be required to present a Report/Paper on the subject allotted to him/her.
8	Certificate of Internship	The Report/Paper submitted by the Intern would be evaluated. On successful completion of internship, a certificate of internship would be issued.
9	How to apply	Interested and eligible students are required to send their application (Annexure-II) along with their CV's covering letter from the Institute duly indicating scope of subject/field and its importance. An undertaking letter (Annexure-III) is required to be signed and mandatory for submission. Note: Advertisement & Application may be downloaded from IRFC website.
10	Selection of Internship	The requests will be scrutinized by the IRFC and depending on the merits, availability, scope of filed/subject etc.,
11	Skills	Minimum Knowledge of Computer Software's, oral communication, written Skills, Good Vocabulary, ability to work, Past research experience work if any, will be given additional weightage while selecting the Intern.

**For and on behalf of
Indian Railway Finance Corporation Ltd**

(A Samantaray)

Jt. General Manager (Fin)

9. Details of Projects Undertaken, if any :

10. Field/Subject in which is internship is sought :

11. Specific areas of work/interest/Topic for internship :

(i)

(ii)

(iii)

(iv)

12. Duration :

(a) From :

(b) To :

13. I certify that the information furnished above is true to the best of my knowledge and belief.

Date :

Place :

(Signature of Candidate)

**Authentication of Particulars furnished above by the Institute/University
(or forwarding letter of Institute/University – NOC)**

This is to certify that the information furnished by Mr/Mrs/Ms._____ in the form of application above is correct to the best of our knowledge or as per college/university records.

Recommendations by HOD faculty :

1.

2.

(Signature & Seal of Authorized Official)

Undertaking cum Declaration by Interns

With reference to the invitation for internship programme vide Advt No. _____ dated _____, I hereby undertake the following that

1. I will be doing internship from _____ to _____ at Lodhi Road, IRFC, New Delhi.
2. I am not entitled to any kind of remuneration in the form of salary, perks, allowances, if any etc., from IRFC. No such claim will be entertained in future.
3. I would abide by all General rules & regulation of IRFC from time to time. Discipline and Conduct shall be maintained. Instructions and Orders shall be followed from IRFC from time to time or else liable for disciplinary action.
4. I am liable to compensate for any loss or damage to property of IRFC during the course of internship.
5. I will not be treated as employee of IRFC. The internship is neither a job nor any such assurance for a job in IRFC. No compensation shall be claimed in any form by internship in future. IRFC management decision shall be final.
6. I agree to be under the reporting officer with good discipline & conduct.
7. No TA/DA, Perks, allowances, if any will not be provided during the internship programme. No such claim will be entertained in future.
8. I shall provide necessary letter as demanded by IRFC from time to time i.e., NOC from college or University, No-objection from parents, Character Certificate etc.,

Signature of Intern :

Name :

Fathers Name :

Institute :

Mobile :

Declaration by the Parent /Guardian of the Intern :

I, _____ (Name of Parent/Guardian) hereby undertake to above statements and also to indemnify/ IRFC for any loss or damage to property during the course of intern. I have No-objection in participation of internship at IRFC and shall abide all conditions of IRFC. No such claim, if any, in future shall be entertained by us.

(Signatory of Parent/Guardian)

Name :

Mobile No :