

The Nizampet Municipal Corporation (NMC) Internship Guidelines 2020

The Nizampet Municipal Corporation (NMC) provides an opportunity of internship to students of Environment engineering, Solid Waste Management, Social work, Public Policy, Psychology & Political Science.

The students will be taken as interns under these Guidelines on rolling basis from November 1st onwards.

The internship offers valuable exposure into solid waste management, behavior change/awareness/community mobilization & public policy.

Eligibility

A student pursuing Graduation/PG in the field of Environmental engineering, Solid Waste Management, Social work, Public Policy & Political Science in any recognized college.

Fresh Graduates from the field of Environmental engineering, Solid Waste Management, Social work, Public Policy & Political Science in any recognized college.

Duration

A student shall be taken as intern ordinarily for one month in beginning, however, The Nizampet Municipal Corporation may, at its absolute discretion terminate internship of an intern at any time without giving any reason therefore or extend the internship of an intern for a period up to another one month.

No leave will be allowed during internship. If NMC is convinced that absence of an intern is due to unavoidable circumstances, the period of internship will be extended by the period of absence.

Working Hours

Every intern is supposed to devote 20 hours weekly.

Stipend

An intern shall not be entitled to any stipend.

Logistics and Support

An intern shall bring in his own laptop. **NMC** shall provide working space and internet connectivity.

Application

An eligible student interested to pursue internship at **NMC** may send an application in the annexed format at email: latest by

Selection

All the original documents shall be submitted to **NMC** by the applicant until the completion of internship.

An internal committee of officers shall scrutinize and shortlist the applications and based on the same, the most suitable students will be identified.

The student shall be given an offer of internship only after the interview, conducted by the panel constituted by the **NMC**.

Duties & Conduct of an Intern

An intern shall submit a declaration of maintaining confidentiality of all data, documentation and other information they come across/have access to during the course of internship at the time of commencement of the internship.

An intern is not entitled to use any data, documentation and other information they come across/have access to during the course of internship at **NMC** for producing any kind of materials in Print, Publication, Video, Audio/Radio or social media.

An intern shall assist the Officer / Division, to which he is assigned, in carrying out the ongoing activities of the **NMC**.

An intern shall submit a dissertation on a topic, as mutually agreed upon between him and the **NMC**, prepared under the guidance of an Officer of the **NMC** and a Faculty of the School, which has to be ensured by the intern.

An intern shall observe the discipline of the office of the **NMC** and shall conduct himself in such manner that he does not bring any disrepute to the **NMC**.

An intern shall not represent anywhere as an employee of the **NMC**.

Certificate of internship

On satisfactory completion of internship, including dissertation, an intern shall be issued an internship completion certificate.

No Right of Employment

An intern shall have no right / claim for an employment with the **NMC** by virtue of his internship.

Relaxation

Mayor/Commissioner **NMC** may relax any of the provisions of these Guidelines in respect of any deserving student.

Review

These Guidelines will be reviewed by the **NMC** from time to time.

ANNEXURE

Application for Internship with the Nizampet Municipal Corporation (NMC)

Affix recent
passport size
colour
photograph.

| | | |
|-----------|---|--|
| 1. | Details of the Student (a) Name of Student: (b) Date of Birth: (c) Email: | |
| 2. | Course you are pursuing (a) Year/Stage of the Course: | |
| 3, | Name and address of School/College/Institute/University where you are pursuing the Course: (Attach copy of Student Identity Card Issued by School/College/Institute/University) | |
| 4. | When do you want to start the internship? | |
| 5. | Motivation for internship with the NMC: (Please write in 200 words) | |

7. Educational Qualifications (Xth onwards). Also attach scanned copies of the qualifications mentioned underneath.

| Name of the Course | School/College/Institute/University | Year of Passing | Subjects | Percentage of Marks |
|--------------------|-------------------------------------|-----------------|----------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | |
|----|---|--|
| 8. | Details of Awards/Achievements/Papers Presented/Published: | |
| 9. | Any other additional relevant information in support of internship: | |

(Signature of the student)

Date:

Place: