ज्ञानोदय

Internship Guidelines

POWER SYSTEM OPERATION CORPORATION LTD.

Introduction

Power System Operation Corporation Ltd (POSOCO) is a wholly owned subsidiary of Power Grid Corporation of India Ltd. POSOCO operates the Five Regional Load Despatch Centres (RLDC) and the National Load Despatch Centre (NLDC). The Electricity Act, 2003 has designated the RLDCs as Apex bodies to ensure integrated operation in the concerned region. RLDCs are responsible for carrying out real time operations for grid control and despatch of electricity within the region through secure and economic operation of the regional grid in accordance with the Grid Standards and the Grid Code. NLDC is the Apex Body to ensure integrated operation of National Power System.

POSOCO is committed to ensuring Integrated Operation of Regional and National Power Systems to facilitate transfer of electric power within and across the regions and trans-national exchange of power with Reliability, Security and Economy and fulfilling various other functions assigned by the Govt. of India, from time to time.

POSOCO has a presence in the following locations:-

NATIONAL LOAD DESPATCH CENTRE

- Address :-B-9, QUTUB INSTITUTIONAL AREA, KATWARIA SARAI, NEW DELHI -110016
- Phone: (011) 26536832, 26524522 FAX: (011) 26524525, 26536901
- Contact Person: Sh. A.K. Marwaha, CM (HR),
- Mail to bindiyajain@posoco.in

EASTERN REGIONAL LOAD DESPATCH CENTRE

- Address :-14, GOLF CLUB ROAD , TOLLYGUNGE, KOLKATA-700033
- Phone (033) 24235867, 24235042, 24235875 Fax: (033) 24235809, 24235704, 24235029
- Contact Person: Sh. G.K. Kundu, DM (HR)

NORTH EASTERN REGIONAL LOAD DESPATCH CENTRE

- Address :-DONGTIER, LOWER NONGRAH, LAPALANG, SHILLONG- 793006
- Phone (0364) 2537470, 2536934 Fax:(0364) 24235809/24235704/24235029
- Contact Person: Sh. V.F. Desouza, CM (HR)

NORTHERN REGIONAL LOAD DESPATCH CENTRE

- Address :-18-A, SHAHEED JEET SINGH SANSANWAL MARG, KATWARIA SARAI, NEW DELHI-110016
- Phone (011) 26854861, 26519406, 26523869 FAX- (011) 26852747
- Contact Person: Sh. S.S. Prasad, AGM (HR)

SOUTHERN REGIONAL LOAD DESPATCH CENTRE

- Address :-29, RACE COURSE ROAD, BANGALORE-560009
- Phone (080) 22250047, 22254525 , Fax : (080) 22268725
- Contact Person: Ms. F Badruzumma Begum, CM (HR)

WESTERN REGIONAL LOAD DESPATCH CENTRE

- Address :-F-3, M.I.D.C AREA, MAROL, ANDHERI (EAST), MUMBAI - 400 093
- Phone -(022) 28202690, 28397634, 28203885 , Fax : (022) 28202630
- Contact Person: Sh. Ajay Philipp, CM

1. Objective

POSOCO is a knowledge oriented organization, wherein collaborations with academic institutes are valued. Internship is a platform where students and POSOCO can interact and develop mutually beneficial relationships, POSOCO stands to benefit from the ideas and innovation of young minds, while orienting them to Power System as a faculty / career. POSOCO employees will be in direct contact with students by becoming guides and facilitate learning. And it has been said "***As you Teach, You Learn***". Hence, it will not only foster deeper links between Industry and POSOCO, but also serve as a tool for Capacity Building. Internship also offers a unique opportunity for Employer Branding. The aim of the Internship guidelines is to formalize this platform and in the process make Internship a value additive and productive exercise for the Students, concerned educational Institutes and POSOCO.

For the Student:

- A comprehensive practical experience
- Learning is the primary objective of the experience.
- A congenial and supervised field environment.
- An opportunity for students to gain better understanding about Power as a sector in general and Power System Faculty in particular.
- To help them evaluate and determine future career opportunities.
- To develop skills and make connections, gain insights in to Corporate Sector

2. Eligibility

All students pursuing Graduate or Post Graduate Degree programmes in Electrical Engineering, may apply for internship at POSOCO.

- The graduate engineering students must have completed third year or VIth Semester. (First and Second year students are discouraged to apply).
- The university/ college, to which the student belongs, must be AICTE approved/ central or Deemed universities or from recognized autonomous Bodies such as the IITs & NITs.
- To apply, the concerned Student must have a letter from his/ her college in original stating he is a bona-fide student and is allowed to undergo Internship at POSOCO, clearly mentioning the duration of the Internship.
- The student who wishes to apply at a particular RLDC, should apply to the Concerned HR at least 45 Days in advance.
- All Interns will be required to sign a Confidentiality Agreement before commencement of the internship.

- Students belonging to any other field will be strictly on a case to basis on approval of Head of the RLDC.

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3. Process for Application by Interns

Channel 1 : Direct Application by College to POSOCO

Any college desirous of placing their students for Internship at POSOCO should, send a written application to Human Resources with details of students and their resumes along with the attached form at least 45 Days in advance. Only applications by AICTE approved colleges / Universities or deemed universities will be accepted. The application should be directly forwarded to RLDCs / NLDC where the internship is sought.

4. Guidelines

- Subject of Internship should be selected in consultation with project guide and from specific areas identified earlier by the guide.
- Internship shall be for a fixed pre-approved duration, during which the Intern will be required to come to office only when required and specifically asked by the Project Guide.
- Minimum duration of the Internship would be 2 weeks and maximum would be up to 8 weeks.
- When the internship sought is more than Eight weeks, specific approval of the Head of the Region will be sought.
- The project report, complete in all respects, must be submitted by the Intern to his/ her Project Guide.
- No Stipend/ TA/ DA/ Accommodation etc. shall be given to any Intern.

5. Issuing of Final Completion Certificates

- Final Certificates will be issued to the Interns only when a satisfactory evaluation is received from the concerned guides.
- Evaluation Form as required by the Institute may be provided at students' request.
- All Interns, irrespective of their Branch and duration of the Internship are expected to submit a project report/ learnings from the Internship (depending upon the requirement).
- If required, they may be asked to make a presentation to the Head of the Region.
- The Certificate will be issued by the concerned regional HR Department, on submission of Project/ evaluation form to HR by the concerned guide.

6. Disclaimer

- All Interns will be required to sign a Confidentiality agreement before commencing with the Training
- Any research/ Analysis/ Project/ Report etc. carried out by the intern will be and shall remain the intellectual property of POSOCO during and after the internship period.
- POSOCO reserves the right to modify these guidelines and accept or reject any candidate without specifying or notifying any reason whatsoever.
- Any report to be submitted by the intern on the work done by him/her during the period of his/her internship to his / her Institute or elsewhere must be approved and agreed by his/her Guide prior to submission.

1. Application Form : Referral by the Concerned Institute

Please attach a Photo

Name of the Student: _____

Course being pursued (with specialization/ Year/ Semester): _____

College and University: _____

Whether the University is AICTE approved or Deemed University : Yes/ No,

Whether the course being pursued is (strike whichever in not applicable) : Regular/ Distance Learning

Duration of the Internship sought: _____

RLDC where Internship sought (Please tick one) : ERLDC/ NERLDC/ NRLDC / NLDC/ SRLDC / WRLDC

Marks Received in previous Terms (school/ College): _____

Name of the Course	Name of The institute	Name of the University	Marks/ CGPA Received	Year of Passing

Details of Projects carried out:_____

Previous Work experience (if any)_____

I Certify that all details furnished above are True to my knowledge. I understand that No Stipend/ TA/ DA/ Accommodation etc. shall be given to me for the duration of the Internship

Phone Number_____

Address_____

Email ID: _____

Date: (Signature of the Student)

Name of Institute Traiining and placement coordinator

Designation

Mobile number

Email ID

Date: (Signature of the coordinator)

Enclosures: Please attach a Letter from the college stating that the Student is permitted for undergoing Internship at POSOCO and the Resume of the student. The students must furnish ID proof and contact details. Please attach an ID proof (school/ university ID Cards are not considered)

2. Intern Confidentiality Agreement

I understand that in the course of my internship at Power System Operation Corporation Ltd, I may have access to and be involved in the analysis and processing of sensitive verbal, written or electronic information related to employees or company business.

I understand that I am required to maintain confidentiality of this direct or indirect information at all times, both during and after my internship experience. I understand that I will not share, discuss or reveal any of this information with anyone. I will respect the sensitive nature of the information and work given to me. ,

I certify by my signature that I acknowledge being informed of the confidentiality policy concerning confidential or proprietary information and its treatment. I agree to adhere to and uphold the private and privileged information therein.

I understand that if I violate above stipulations, the organization can initiate suitable action against me.

Intern Name: _____

(Full Name)

Intern Signature: _____

Date: _____

Place:_____

College:_____

Name of the Guide_____