

Provisional Internship Letter



OIL AND NATURAL GAS CORPORATION LIMITED

Yerigala Obul Reddy
obulreddy8463@gmail.com
Date: 01 May 2025

Subject: Provisional Internship Letter for your Internship under the PM Internship Scheme

Dear Yerigala Obul Reddy,

This is with reference to your selection for internship under the PM Internship Scheme with OIL AND NATURAL GAS CORPORATION LIMITED in the field of Maintenance. We are pleased to share this provisional internship letter for you to read and understand all the relevant information and conditions.

2. This internship will provide you with valuable on-the-job training, exposure to real-life business scenarios, and the opportunity to enhance your skills as per industry standards. The details of your internship are as follows:

Name of Organization: OIL AND NATURAL GAS CORPORATION LIMITED

Internship ID: PMIS-2024-5589

Details of Internship: ONGC Petro Addition Ltd(OPaL), is an ONGC Subsidiary.

While working in OPaL plant, Interns will be given overview of petro chemical plant/industry.

Intern will get hand on experience on operations and management of OPaL plant .

The training includes operation , repairs and maintenance of of various equipments viz electrical/ mechanical/ instrumentation etc. Interns will get unique opportunity to learn on mvery modern machinery.

The internship shall also give valuable experience to intern about job related to electrician, mechanic and fitter.

Interns shall also be given practical lessons on safe handling of chemical is also part of process.

The interns shall be exposed to finer nuiances of petro chemicals and process involved in production of same.

Apart from above, interns shall also be given training on health, safety and enviornment while working in plant.

They will also be exposed to marketing process of value added products.

Soft skill training will also be part of internship .

Internship Start Date: 10 Jun 2025

Internship Duration: 12 months

Location of Internship: To be communicated at the time of reporting

3. Subject to the fulfilment of terms & conditions of the internship offered, you will be provided with the following benefits during your internship:

One-Time Grant for Incidentals Rs. 6,000 to be paid by the government, on your joining the internship Monthly Assistance.

A stipend of Rs. 5,000 per month, with Rs. 500 provided by the company and Rs. 4,500 provided by the government.

Insurance Coverage: Coverage under the Pradhan Mantri Suraksha Bima Yojana and PM Jeevan Jyoti Bima Yojana, provided by the government.

4. Please note that this provisional internship letter is an offer for internship and will be confirmed upon:

i. Your acceptance of the annexed terms and conditions of the internship and completing all required joining formalities.

ii. Reporting to the work at Gate - 1 Visitor section ONGC Petro Addition Limited Dahej Vagra 392130 on June 10, 2025 at 09:30 with the following documents for verification.

a. Identity Proof (Aadhaar Card / PAN Card / Driving License) (Two Copies)

b. All Original Educational Certificates

c. Passport sized Photographs

5. If you have any questions or need further clarification regarding this offer, please do not hesitate to reach out to.

Name: Jaikaran Singh

Email ID: jaikaran.singh@opalindia.in

Contact No.: 9099901597

6. We look forward to welcoming you to our organization as part of the PM Internship scheme and are excited to see your contributions and professional growth throughout this period.

Congratulations once again on your selection!

Best regards,

Jaikaran Singh

AM HR

OIL AND NATURAL GAS CORPORATION LIMITED

Enclosure: Roles and responsibilities of the interns, Roles and responsibilities of the company, Terms and Conditions.

ROLES AND RESPONSIBILITIES OF THE INTERNS

Sr.No	Responsibility
1	Adherence to Office Timings: The interns are required to be punctual and maintain regular attendance according to the office schedule.
2	Code of Conduct: The interns are expected to adhere to the company's policies, rules, and professional ethics. Any misbehaviour or non-compliance may lead to termination.
3	Active Participation: The intern shall perform duties assigned by the company faithfully and to the best of their ability, complete assigned projects within the specified time frame, and participate in professional development activities.
4	Leave Policy: Interns are required to adhere to the company's leave policies and provide prior notice for any leave. Approval is at the company's discretion.
5	Emergency Leave and Sabbatical: In cases of emergencies, a sabbatical of up to two months may be granted, but financial assistance will not be provided.
6	Unauthorized Absence: If an intern is absent without approval and fails to rejoin despite two notices, the internship will be terminated.
7	This engagement is in the capacity of an intern and shall not be construed as employment for any intent and purposes. Moreover, the current engagement does not entitle the intern to claim permanent employment with the Company.
8	The intern shall not be entitled to any benefits and allowances applicable to the employees/ apprentices/ other interns of the company, engaged through any other scheme or otherwise.

ROLES AND RESPONSIBILITIES OF THE COMPANY

Sr.No	Responsibility
1	The company will update the PM Internship Portal upon the intern's successful commencement of the internship. This notification will initiate the release of one-time assistance for incidentals for Rs. 6,000 via Direct Benefit Transfer to the intern's bank account.
2	Mentorship and Supervision: The company shall assign a qualified mentor or supervisor to guide and support the intern throughout the internship period.
3	Training and Development: The company shall offer practical, hands-on training that aligns with the current industry standards. At least 50% of the internship duration must be dedicated to practical, hands-on work.
4	Workplace Exposure: The company shall provide the intern with real-life business experience by allowing them to work on actual projects. Further, it must be ensured that the intern has a clear understanding of the tasks and responsibilities assigned.
5	Safe and Professional Work Environment: The company shall maintain a safe and conducive work environment that supports the intern's learning and growth.
6	The company shall provide a minimum monthly stipend of Rs. 500 to the intern. After the payment of Rs. 500 by the company, the government will release the amount of Rs. 4500 through Direct Benefit Transfer to the intern.
7	The company will offer regular feedback on the intern's performance to foster growth and address any areas of improvement and conduct evaluations at different stages of the internship to track progress and provide guidance.
8	The company would establish a prompt grievance redressal system with support available through the PM Internship Portal.

TERMS AND CONDITIONS

Sr.No	Term Description
1	<p>Stipend and Other Entitlements :- Monthly Assistance to the interns: Monthly assistance of Rs. 5000 will be paid to the entire duration of 12 months of the internship. Rs. 500 to be paid to each intern from the company in his/her bank account based on the attendance and related company policies regarding good conduct, etc. Rs. 4500 to be paid by Government through Direct Benefit Transfer to intern's Aadhaar linked bank account only after OPaL will update status in PM Internship portal every month. Grant for incidentals: A one-time grant for incidentals of Rs. 6000 will be disbursed to each intern by government through Direct Benefit Transfer, upon the intern's joining at the internship location and status will be updated by OPaL in PM Internship portal</p>
2	<p>Confidentiality/NDA :- The intern shall be required to maintain confidentiality of all the documents/reports and or any information received by him/her during his/her internship period. The interns shall not reveal to any person or organization any information relating to OPaL. The interns may also be required to sign a confidentiality agreement prior to the commencement of the internship.</p>
3	<p>Code of Conduct :- The Intern selected by OPaL shall observe the following Code of Conduct, which shall include but not be limited to, the following:</p> <ol style="list-style-type: none">1. The Intern shall follow the rules and regulations, which are in generally applicable to employees of OPaL.2. The Intern shall follow the confidentiality protocol of OPaL and shall not reveal to any person or organization confidential information relating to OPaL, its work and policies.3. The Intern shall not claim any intellectual property right, of work done at OPaL and has to strictly maintain the confidentiality of OPaL's intellectual property. Any violation/infringement will be viewed adversely against the Intern as well as the institution to which he/she belongs and may invite appropriate action.
4	<p>Termination :-</p> <ol style="list-style-type: none">1. OPaL may disengage an Intern, if OPaL is of the view that the services of the Intern are no more required.2. OPaL may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.3. If the Intern decides to disengage from OPaL, he should provide one week's prior notice.4. Upon termination, the Intern must hand over to OPaL, any papers, equipment's or other assets which might have been given to the Intern by OPaL in course of his project work with OPaL.5. The Competent Authority at OPaL may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.
5	<p>Health and Safety :- Intern have to provide health checkup report from a Medical Officer during time of joining. Intern have to follow OPaL's Health and Safety policies during his/her training period, stay at OPaL.</p>
6	<p>Safety Protocols :- Intern have to wear all necessary personal protective equipment during training hours specially in plant area.</p>
7	<p>Police Verification :- Intern have to be submit Police Verification during time of joining or within one month of joining.</p>