



# टीएचडीसी इंडिया लिमिटेड THDC INDIA LIMITED

(भारत सरकार एवं उ.प्र. सरकार का संयुक्त उपक्रम)  
(A joint venture of Govt. of India & Govt. of UP)

## APPLICATION FORM FOR INTERNSHIP TRAINING IN THDCIL (Part-A: To be filled in by the candidate)

To,

Date: .....

Head (HRD) THDCIL, Rishikesh  
Sir,

### **Sub: Request for Providing Training.**

1. Full Name of Applicant: .....
2. Father's / Mother's name: .....
3. Permanent address : .....
4. Mailing Address for communication: .....
5. Email Id : ..... Contact No: .....
6. Date of Birth : ..... Sex : M/F
7. Name of College with Address: .....
8. Name of course and year /semester.....
9. Discipline / Branch: ..... % Marks/CGPA till current semester .....
10. Period of Training : .....Weeks/Months (From ..... To .....)
  - Please mention choice of preferred location for Training. i) \_\_\_\_\_ ii) \_\_\_\_\_
  - Does any of your parent(s) working in THDCIL? If yes, then submit the duly signed undertaking (Annex - 1)
  - Does the applicant belong to "Project Affected Families" of any of THDCIL's project? If yes, please submit the proof.

### **Declaration:**

I will be responsible for the proper conduct during training in THDCIL. (As per THDCIL's Training guidelines Annex - 2)

Signature of the Applicant with date: .....

### **Part-B: For THDCIL Internal Process S. NO (To be filled in by Training Co-coordinator)**

Recommended/Not Recommended for acceptance in THDCIL: .....

Period & Date : ..... to ..... Department & Unit.....

Training Co-coordinator: .....Signature.....

DGM (HRD) .....

**UNDERTAKING**

(For wards of THDCIL Employees)

I, ..... Staff No ..... Designation .....  
department ..... hereby, declare that Mr. / Ms. ....  
student of MBA(Fin)/MBA (HR) / MCA / BBA / BCA/ B.Tech / Diploma in Engg. etc. in  
.....(College/ University) is my Son / Daughter.

**( Signature of Employee )**



**टीएचडीसी इंडिया लिमिटेड**  
**THDC INDIA LIMITED**

(भारत सरकार एवं उ.प्र. सरकार का संयुक्त उपक्रम)  
(A joint venture of Govt. of India & Govt. of UP)

## **Annexure - 2**

### **Norms for Acceptance of Application for Internship Training in THDCIL**

The Training shall be considered for students pursuing MBA (Finance), MBA (HR) or equipment MCA, BBA, BCA, B.Tech and Diploma in Engg.

1. Training shall be provided only at the official request fo the T&P Department of the institute on letter head/E-mail and when it is part of the course curriculum.
2. The duration of training will be maximum of six weeks that must commence in or after April and completes by August.
3. Generally final year students shall only be accepted. In exceptional circumstances pre-final year students may be accepted provided vacancies exist.
4. Trainee shall observe norms of discipline. In case of nay misconduct observed, his/her training shall be discontinued without assigning a reason.
5. Training Completion certificate shall be issued to the trainee only after the submission of Project Report (Soft/Hard) duly signed by the respective mentor to HRD department.
6. Boarding and Lodging will be the responsibility of students. On stipend will be paid to students undergoing training.
7. Engagement of students through the above arrangement does not confer upon them the right to employment in THDCIL on completion of training.
8. THDCIL shall not be responsible for any accident/mis-happening arisen during/out of training.
9. Last date of receipt of application will be 31<sup>st</sup> May of every Calendar year.
10. The duly filled in application form along with required documents for summer training may be sent through post/email or may be submitted in person.

**Postal address:** Sustainable Livelihood and Community Development Centre, Aam Bagh, Pashulok, Rishikesh.

Email address: [nehasisingi@thdc.co.in](mailto:nehasisingi@thdc.co.in) or [shubhamchaubey@thdc.co.in](mailto:shubhamchaubey@thdc.co.in)

ग्रीष्मकालीन/व्यावसायिक प्रशिक्षण  
SUMMER/VOCATIONAL TRAINING

मार्गदर्शक के द्वारा दिया गया प्रशिक्षणार्थी का मूल्यांकन एवं उपस्थिति  
ASSESSMENT CUM ATTENDANCE REPORT BY MENTOR

(मानव संसाधन विकास विभाग को प्रस्तुत करने हेतु)  
(To be submitted to HRD Department)

प्रशिक्षु का नाम: .....  
Name of Trainee:

अध्ययन क्षेत्र: .....  
Discipline:

कॉलेज/संस्थान का नाम: .....  
Name College/Institution:

प्रशिक्षण हेतु आवंटित विभाग: .....  
Department allocated for training:

ग्रीष्मकालीन/व्यावसायिक प्रशिक्षण की अवधि: .....  
Period of Summer/Vocational Training:

मार्गदर्शक का नाम, पदनाम एवं विभाग: .....  
Mentor's Name, Designation & Deptt.:

मार्गदर्शक की ई-मेल आईडी एवं संपर्क नं०: .....  
Mentor's Email ID & Contact No:

प्रशिक्षु को दिए गए कार्य/परियोजना का विवरण:  
Details/Description of Tasks/Project(s) assigned to the Trainee:

पांच प्वाइंट स्केल पर प्रशिक्षु का निष्पादन मूल्यांकन:  
Performance rating of the Trainee on a five point scale:

- |                                |                    |                  |                            |                          |
|--------------------------------|--------------------|------------------|----------------------------|--------------------------|
| 1. असंतोषजनक<br>Unsatisfactory | 2. ठीक-ठाक<br>Fair | 3. अच्छा<br>Good | 4. बहुत अच्छा<br>Very Good | 5. उत्कृष्ट<br>Excellent |
|--------------------------------|--------------------|------------------|----------------------------|--------------------------|

प्रत्येक निम्न योगदानों (यदि किसी योगदान के लिए 01 या 05 का मूल्यांकन है, तो टिप्पणी कॉलम में उसका कारण भी लिखा जाए) पर प्रशिक्षु का मूल्यांकन करें:  
Please rate the Trainee on each of the following attributes (If rating is 01 or 05 on any attribute, reasons may also be indicated in Remarks column).

| क्र०स० | योगदान/Attributes  | मूल्यांकन/Rating | टिप्पणी/Remarks |
|--------|--|------------------|-----------------|
| 1      | भागीदारी-कार्य एवं सौपे गए कार्यों के प्रति नजरिया तथा प्रयास<br><b>Involvement-</b> Attitude and efforts towards work & duties assigned |                  |                 |
| 2      | समयबद्ध-समय से कार्य पूरा करने की योग्यता<br><b>Timeline-</b> Ability to submit assignments timely                                       |                  |                 |
| 3      | सीखना-नए कार्य सीखने की इच्छा होना<br><b>Learning-</b> Takes interest in learning new tasks  |                  |                 |
| 4      | नवोन्मेष/रचनात्मकता-नए विचारों का खुलकर पहल करना<br><b>Innovation/Creativity-</b> Always takes initiative-Open for new ideas             |                  |                 |

|   |  |  |  |
|---|--|--|--|
| 5 | अनुशासन के प्रतिजिम्मेदारी-अनुशासन एवं व्यवहार<br><b>Amenability to Discipline-</b> Discipline & Ethical behaviour   |  |  |
| 6 | संप्रेषण-विचारों, मतों एवं निर्देशों को समझने की योग्यता तथा अपने विचारों को रखने की योग्यता<br><b>Communication-</b> Ability to understand & grasp ideas, Opinion & Instructions and able to express put forth his/her ideas. |  |  |
| 7 | नम्यता-नए परिवेश में समायोजन करने की योग्यता<br><b>Flexibility-</b> Ability to adjust to new work environment  |  |  |

आप प्रशिक्षु के समग्र निष्पादन के मूल्यांकन को किस तरह से करते हैं:  
How would you assess the intern's overall performance?

उत्कृष्ट Excellent

बहुत अच्छा Very Good

अच्छा Good

ठीक-ठाक Fair

असंतोषजनक Unsatisfactory

विशेष मंतव्य/टिप्पणी (यदि कोई हो) .....  
Special Comments/Remarks (if any)

उपस्थिति का प्रमाण पत्र  
Special Comments/Remarks (if any)

यह प्रमाणित किया जाता है कि श्री/कुमारी ..... जो कि ..... का छात्र है।

This is to certify thar Mr./Ms. .... student of .....

ने दिनांक ..... से ..... तक मेरे मागदर्शन में ग्रीष्मकालीन प्रशिक्षण प्राप्त किया है।

has undergone summer training under my guidance from ..... to .....

प्रशिक्षण के दौरान श्री/कुमारी ने ..... विषय पर अपना प्रोजेक्ट रिपोर्ट तैयार किया है।

During the training period he/she has prepared a Project Report on the topic .....

मार्गदर्शक के हस्ताक्षर: .....

तिथि: .....

Signature of Mentor

Date

नाम: .....

Name:

पदनाम एवं विभाग: .....

Designation & Deptt.

इस मूल्यांकन प्रपत्र को पूरा करने के लिए अपना अमूल्य समय देने के लिए धन्यवाद  
Thank you for your valuable time in completing this evaluation form