

GUIDELINES FOR INPLANT / VOCATIONAL PRACTICAL TRAINING (2016-17)

STUDENTS ELIGIBILITY:

Wards (Students) of NLC Employees / INDCOSERVE / CISF / Contract Labours / PAPs / HOWSICOS and other private students pursuing Full Time UG on completion of their VI Semester (3RD Year) and Diploma in Engineering on completion of IV Semester (2nd Year) respectively.

COURSE ELIGIBILITY:

For INPLANT: Full time UG / Diploma in Engg./ Technology / Professional course in any discipline / Non Engg. / Medical / Paramedical and other related courses / disciplines.

For VOCATIONAL PRACTICAL TRAINING: Full Time Mining Engineering / Geological Studies.

DURATION OF TRAINING: Seven working days including joining and relieving days except Sundays / Holidays.

HOW TO APPLY :

The eligible students are requested to submit the following documents to the Deputy General Manager / Learning and Development Centre, Block-20, NLC Ltd., Neyveli - 607803.

I. For Wards (Son or Daughter of Employee / INDCOSERVE / Contract Labours / PAPs / HOWSICOS / CISF):

1. Employee requisition letter addressing DGM / L&D to permit his / her Ward for Project Work (**Format 'I' enclosed**)
2. College requisition letter in their letter head (not Bonafide certificate) with declaration to abide the conditions of NLC for INPLANT / VOCATIONAL PRACTICAL TRAINING (**Format 'II' enclosed**)
3. Xerox copy of the Employee Medical Identity Book – (First and third page)
4. Xerox copy of the Student (Ward) Medical Identity Book (first page)
5. Xerox copy of the ID Card of Employee / INDCOSERVE / Contract Labours / PAPs / HOWSICOS / CISF.
6. Xerox copy of Students ID Card issued by the College / Institution.

II. For others (Non-ward / Private Students)

1. Employee requisition letter addressing DGM/L&D to permit the Non-ward for Inplant / Vocational Practical Training (**Format 'III' enclosed**)
2. Student requisition letter addressing DGM / L&D to permit for Inplant / Vocational Practical Training with a reference of any employees with Name, CPF No., Designation, Division & Unit (**Format 'IV' enclosed**).
3. College requisition letter in their letter head (not Bonafide Certificate) with declaration to abide the conditions of NLC for Inplant / Vocational Practical Training (**Format 'II' enclosed**)
4. Xerox copy of the ID Card of employee / referee.
5. Xerox copy of Students ID card issued by the College / Institution.

CONDITIONS :

- First preference will be given to students of NLC employees on first come first served.
- Second preference will be given for peripheral / private students under Non-ward category.
- Only the approved no. of students will be permitted for Inplant / Vocational Practical Training.
- For non-ward students, Inplant / Vocational Practical Training will be awarded on First come First served basis subject to the above condition.
- Non-ward students, if permitted should remit the prescribed fee of Rs.500/- per student per week in Account No. **31721772309**, State Bank of India, Block-2, Neyveli - 607 801 and produce the original challan at the time of getting the Application Form at Employee Development Centre.
- In case of any other Branch of State Bank of India, in any City / Town, the additional amount for their service charges, as applicable, shall be paid, in addition to the fees, and to be remitted in the above same Account Number.
- Fee will have to be paid only through State Bank of India and not from any other Bank or any other form of payment. Fees once paid will not be refunded under any circumstances.
- All the students in the batch should report together at the time of joining / relieving.
- The students should produce their original College ID Card for verification of identity at the time of joining.
- Inplant / Vocational Practical Training will be provided in batches between April 2016 to July 2016.
- The students will be posted to the Units/Plants/Offices based on their branch of Engg./Technology
- The selected students will have to submit a registration form along with the fee for Inplant Training/Vocational Practice Training.
- The Inplant / Vocational Practical Training will be issued a certificate on successful completion of the training.

Note: 1. The applications from the eligible Students (Wards & Non-wards) will be received from **01.03.2016 at 09.30 AM to 20.03.2016 at 05.30 PM** at Learning and Development Centre, Block-20, NLC Limited, Neyveli – 607 803 through Tapal / Courier / Hand delivery.

2. The application received beyond the dates will not be entertained.

3. The Colleges /Institutions are informed that their request for Inplant / Vocational Practical Training may be addressed to DGM/L&D by tapal as the applications are processed through the tapal receipt system and short listed.

4. The colleges / Institutions and others who had already submitted their requests are instructed to once again submit their application after the scheduled dates for consideration. **(The earlier sent applications will not be considered)**

5. The short listed applicants will be displayed at the L&DC notice board/nlc website (www.nlcindia.com) tentatively on or before 31.03.2016.

6. Applications from the employees / executives will be received for IPT/VPT only for one ward and one non-ward students. Request for more than two students will not be considered.

7. Students requesting for IPT/VPT and studying sandwich course/special course will be considered for training for a period of seven working days only.

8. Mining/Geology students will be permitted only for VPT and IPT will not be given for them.

9. In case of any dispute /clarity the decision of the DGM/L&D is final and binding.

DY. GENERAL MANAGER/L&D.

FORMAT - “ I ”

From
Name :
CPF No. :
Designation :
Division :
Unit :

To
The Dy. General Manager/L&D,
Learning and Development Centre,
NLC Ltd., Neyveli-3.

Sir,

Sub: Request for permitting my ward (Son / Daughter) for the Inplant / Vocational
Practical Training – Reg.

-:oOo:-

I am working as _____ (Designation) in _____ (Division) of
_____ (Unit). My Son / Daughter Mr. / Miss. _____ (Name
of the student) along with _____ is/are
studying his / her / their Full Time UG / Diploma Engineering
in _____ (Branch) in _____ (Name of
the College and place).

He / she / they has / have completed his / her / their VI Semester UG/IV Semester Diploma in
_____ Engineering / Technology / Professional Course in
_____.

As a part of curriculam, he / she / they has / have to undergo Inplant Training/Vocational
Practical Training in any industry for completing his / her / their UG Course / PG Course.

I assure that he/she / they will abide by the rules and regulations of our Organisation.

I also enclose the requisition letter issued by his / her / their College / Institution.

Hence, I kindly request you to permit him / her / them for undergoing Inplant
Training/Vocational Practical Training in NLC for a period of **one week** during April 2016 to
July 2016.

Thanking you,

Yours faithfully,

Neyveli-3,
Dt.

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- Encl: 1. College Requisition Letter in their Letter Head (Format-“II”).
2. Xerox copy of Employee Medical Identity Book (1st Page and 3rd page).
3. Xerox copy of the student medical identity Book (1st page).
4. Xerox copy of the Employee ID Card.
5. Xerox copy of the student ID Card issued by the College & Institution.

FORMAT - "II"

(In College Letter Head)

Ref.No. _____

Date: _____

To
The Dy. General Manager/L&D,
Learning and Development Centre,
NLC Ltd., Neyveli-607 803.

Sir,

Sub: Requesting Permission for our Student(s) to undergo Inplant Training /
Vocational Practical Training in your Organisation – Reg.
-:oOo:-

The following Student(s) of our College/Institution are pursuing full time UG / Diploma in _____ Engineering / Technology / Professional Course (_____) / Non-Engg. (_____) Course and studying in our College from _____ to _____. He/she/they has/have completed their VI Semester / IV Semester in UG/Diploma (_____).

As a part of curriculum, they have to undergo Inplant Training/Vocational Practical Training in any Industry for completing their Course.

We also assure that he / she / they will abide by the rules and regulations of your Organisation.

Hence, it is requested to permit our student(s) as per the details given below to undergo Inplant Training/Vocational Practical Training in Neyveli Lignite Corporation Limited, Neyveli for a period of one week during April 2016 to July 2016.

Sl. No	Name of the Students	Year of Study	Semester completed	Branch of Engineering / Technology	Roll No.
1					
2					
3					
4					

Thanking you,

Yours,

Place :

Date :

DEAN / PRINCIPAL / HOD / PLACEMENT OFFICER.

FORMAT - "III"

From

Name :
CPF No. :
Designation :
Division :
Unit :

To

The Dy. General Manager/L&D,
Learning and Development Centre,
NLC Ltd., Neyveli-3.

Sir,

Sub: Request for permitting my relatives for the Inplant Training/Vocational
Practical Training – Reg.

-:oOo:-

I am working as _____ (Designation) in _____
(Division) of _____ (Unit). My relatives Mr. / Miss.
_____ (Name of the student) along with
Mr./Miss. _____ is / are studying his / her / their
Full Time UG/Diploma Engg. in _____ (Branch)
in _____ (Name of the College and place).

He / she / they has / have completed his / her / their VI Semester UG Course/IV Semester
Diploma Course in _____ Engineering / Technology/Professional Course in
_____.

As a part of curriculum, he / she / they has / have to undergo Inplant Training/Vocational
Practical Training in any industry for completing his / her / their UG Course / PG Course.

I assure that he / she / they will abide by the rules and regulations of our Organisation.

I also enclose the requisition letter issued by his / her / their College / Institution.

Hence, I kindly request you to permit him / her / them for undergoing Inplant
Training/Vocational Practical Training in NLC for a period of **one week** during April 2016 to
July 2016.

Thanking you,

Yours faithfully,

Neyveli-3,

Dt.

(_____).

- Encl: 1. Student requisition letter (Format-"IV").
2. College Requisition Letter in their Letter Head (Format-"II").
3. Xerox copy of the Employee ID Card / Referee.
4. Xerox copy of the student ID Card issued by the College & Institution.

FORMAT – “IV”

From

Name :
Year of Engineering/Technology :
Name of Engineering College/Institution:
Place :

To

The Dy. General Manager/L&D,
Learning and Development Centre,
NLC Ltd., Neyveli-3.

Sir,

Sub: Request for permitting to undergo Inplant Training/Vocational Practical
Training in Neyveli Lignite Corporation Ltd. – Reg.

-:oOo:-

I am studying my Full Time UG/Diploma in _____ Engineering /
Technology / Professional Course (_____)
Non – Engg. (_____) Course in
M/s _____ College of Engineering / Technology,
_____ (Place).

As a part of my curriculum, I have to undergo an Inplant Training/Vocational Practical
Training for a period of one week in any Institution / Organisation.

I am also referring Shri _____ (Name,
CPF No., Designation, Division and Unit), NLC Ltd., Neyveli as my referee.

I assure you Sir that I will abide by the rules and regulations of NLC Ltd., Neyveli and
also I will remit the necessary administrative charges (Fees) as directed by your Office.

Hence, I request you to kindly permit me to undergo Inplant Training/Vocational
Practical Training as above at NLC Limited, Neyveli for a period of one week during April
2016 to July 2016.

Thanking you,

Yours obediently,

Neyveli-

Dt.

(_____)

- Encl: 1. Employee Requisition Letter (Format-“I”) or (Format-“III”) as the case may be.
2. College Requisition Letter (Format-“II”).
3. Xerox Copy of the Employee / Referee ID Card.
4. Xerox Copy of the Student ID Card issued by the College & Institution.