

MODEL APPLICATION  
(To be typed in College Letter Head)  
REQUISITION FOR INPLANT TRAINING

Ref.No. \_\_\_\_\_

Date: \_\_\_\_\_

To  
The General Manager/L&D,  
Learning and Development Centre,  
NLC India Limited, Block-20,  
Neyveli-607 803.

Sir,  
Sub: Requesting Permission for our Students to undergo Inplant Training (IPT) in your  
Organization – Reg.

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The following Students of our College / Institution is studying IV semester (II year) full  
time Diploma / III year/VI semester BE / B.Tech. in \_\_\_\_\_ Engineering /  
Technology and studying in our College from \_\_\_\_\_ to \_\_\_\_\_

As a part of curriculum, he/she has to undergo Inplant Training in your organization. We also assure  
that, he /she will abide by the rules and regulations of NLC India Limited, Neyveli.

Sl.no	Name of the Students	Degree / Diploma With Branch	Year / Sem completed	College Name

Hence, it is requested to permit our above students to undergo Inplant Training in NLC India  
Limited, Neyveli.

Thanking you

Yours,

Date:

Place:

DEAN / PRINCIPAL / HOD / PLACEMENT OFFICER

## GUIDELINES

### INPLANT TRAINING (IPT)

#### **I CATEGORIES OF STUDENTS:**

- A. WARDS:** The following students are coming under ward category:  
Son or Daughter of NLCIL Employee/INDCOSERVE/Contract Labourers/Project Affected Persons/HOWSICOS, CISF working in Neyveli, Staff of KVSchool-Neyveli, Jawahar School-Neyveli, Jawahar College-Neyveli and NLC Schools & Jawahar Science college students.
- B. NON-WARDS:** All other students (who are not covered in ward category) will be coming under Non- ward category.

- II. Fees:** For Ward student : No Fees  
For Non-wards : Rs.500/- per week/per student  
i) Fees should be remitted only after selection ii) Fees once remitted will not be refunded under any circumstances.

#### **III. COURSE ELIGIBILITY FOR WARD & NON-WARD STUDENTS**

- i) Full Time UG in Engineering/Tech on completion of Pre-final year (**VI Semester**)  
ii) Full time Diploma in Engineering on completion of **IV Semester**

#### **IV. DURATION OF TRAINING:**

Six working days including joining and relieving days except Sundays / Holidays

#### **V. HOW TO APPLY:**

- The eligible Ward & Non-ward students for IPT** should submit the following documents to GM/L&D, L&DC, Block-20, Neyveli-3 after publication of advertisement in the NLCIL website [www.nlcindia.in](http://www.nlcindia.in) (<https://www.nlcindia.in> >> Careers >> Trainees & Apprentices).
- The student should get a requisition letter from their respective College Head in the prescribed format requesting for IPT with signature and seal along with students representation.
- The Xerox copies of the following documents are to be submitted along with the above letter**

<b>Wards</b>	<b>Non-wards</b>
<p><b>A.</b> NLCIL Employee Medical Identity Book–(First and Third page) or ESI CARD.</p> <p><b>B.</b> Student (Ward) Medical Identity Book (first page) or ESI CARD.</p> <p><b>C.</b> ID Card of NLCIL Employee / INDCOSERVE/ Contract Labourers / HOWSICOS / CISF / Staff and Teachers of Neyveli schools mentioned above.</p> <p><b>D.</b> Students ID Card issued by the College/ Institution.</p> <p><b>E.</b> NLCIL PAPs are requested to submit a letter issued by LA Department of NLCIL for surrendering land/ House to NLCIL.</p>	<p>i) Aadhar card.</p> <p>ii) Students ID Card issued by the College/Institution.</p>

- After submission of the application, the list of selected candidates for IPT will be published in the NLCIL website. ([www.nlcindia.in](http://www.nlcindia.in)) only, the non-ward students should have to remit the fees. Fees once remitted will not be refunded under any circumstances.

## TERMS AND CONDITIONS

1. First preference will be given to students of WARDS of the NLCIL Employees.
2. Second Preference will be given to Peripheral/Private students under Non-ward category. The order of preference will be of first come first serve basis.
3. The students should produce their original College ID Card and Aadhar Card for verification of identity at the time of joining.
4. In plant training will be provided every year in between April and July. A batch will have 120 students. The batch allotment will be on first come first serve basis, change of batches will not be entertained after the submission of Declaration form.
5. Certificate will be issued on successful completion of the Inplant Training.
6. A letter requisition for IPT in the prescribed format given in the website, should be sent to GM/L&DC Learning and Development Centre, Block-20, NLC India Limited, Neyveli – 607 803, through Tapal/Courier/Hand delivery only. The IPT requisition letter will be received at L&DC only up to **5.00 PM on or before 02.04.2022.**
7. After submission of the application, the list of selected candidates for IPT will be published in the NLCIL website. ([www.nlcindia.in](http://www.nlcindia.in)) **by 09.04.2022.** Then only, the non-ward students should have to remit the fees.
8. The batch details are published in the NLCIL website ([www.nlcindia.in](http://www.nlcindia.in)).
9. Inplant training will not be provided for **Mining / Geological** students.
10. Completion of Training does not entitle the candidates any right to claim temporary or permanent nature of job in NLC India Ltd.
11. In case of any dispute related to Inplant training, the decision of the GM/ L&D is final and binding.
12. Student are instructed to strictly adhere the SOP for COVID-19 pandemic.

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