

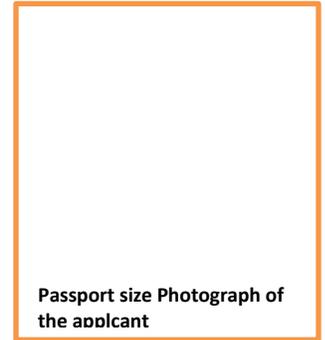


### GIST OF INTERNSHIP POLICY

- Internship would be offered to the students pursuing their graduation/post-graduation courses from recognized Institutes/Universities and meritorious students from various Colleges.
- **Internship would be offered in the following departments:-**
  - Operations
  - Marketing
  - Credit (Non sensitive areas)
  - Credit Monitoring
  - Human Resource Management
  - Foreign Exchange (Back Office)
  - Agriculture & Rural Development
  - MSME
  - Risk Management
  - IT
  - Information & Data Analytics
- The candidates would be eligible for a stipend/ out of pocket expenses at the rate of Rs. 1000/- for every completed week which will be limited to a maximum of Rs. 8000/- for the entire period of the internship and the same will be paid on successful completion of the Internship.
- Applicants will be required to apply for the internship programme in proper format (as enclosed) and submit the duly filled application form with all the necessary documents to HR Department of nearby administrative Office.
- Offer of Internship does not entitle the candidate to claim for any type of employment in the Bank
- Bank reserve the right to reject/decline any application for any reason, what so ever.
- For more information and guidance, visit the nearest Administrative Office.

**Application form for Internship in Central Bank of India**

**Annexure 7(a)**



1. Name of the Candidate :

2. Parentage :

3. Gender :

4. Date of Birth :

5. Educational Qualification :

6. Department preference  
For internship :

7. Location preference :

8. Duration (in weeks) :

From

To

9. Present Residential Address :

10. Permanent Residential Address :

11. Contact no. :

12. Email Id :

13. Whether relative of staff :  
of Central Bank of India.  
(If yes, details of staff member)

14. Education Details

<b>S No</b>	<b>Course</b>	<b>Specialisation</b>	<b>College/University</b>	<b>Marks (in %)</b>	<b>Year of passing</b>

15. Language Proficiency

<b>S. No.</b>	<b>Languages known</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>

16. Any previous project or work experience :

17. Reason for choosing Central Bank India for Internship

Signature  
Date  
Place

Recommendation of SRM/RM:

Recommendation of Field General Manager:

**Declaration form of Fidelity and Secrecy**

**Annexure 7 (b)**

I, Mr/Miss \_\_\_\_\_ am thankful to the management of Central Bank of India for considering my request favourably for Internship for \_\_\_\_\_ weeks from \_\_\_\_\_ to \_\_\_\_\_.

In view of the above, I hereby declare and undertake that I will faithfully, truly and to the best of my skill and ability utilise this opportunity of Internship in Central Bank of India. I will maintain full secrecy with all the information/data provided to me during the Internship and will not communicate or interact with any customer/client without the permission of Bank's authorities nor will I allow any such person to inspect or have access to any books or documents belonging to or in possession of Central Bank of India and relating to the business of Central Bank of India or to the business of any person having any dealing with the Central Bank of India.

I further accept all the terms and conditions including that I will not be eligible for claiming any TA DA/ Accommodation facility for this Internship programme and this Internship does not entitle me to claim any type of future employment in Central Bank of India.

Name

Signature

Date

Place

## **7. Check list**

Following enclosures to be submitted along with application form for Internship:-

- (a) Resume of the Applicant with recent Coloured Photograph
- (b) Recommendation letter from College
- (c) All the relevant mark sheets /certificates.
- (d) Copy of Identity Card of the student
- (e) Recommendation letter from GM/FGM.
- (f) Application of the candidate.
- (g) Declaration form of Fidelity and Secrecy
- (h) AADHAR Card/Driving License or any other Government issued Identity proof