

# Internship Policy

**FY 2025-26**



**Learning  
&  
Development  
Department**

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## **INTERNSHIP POLICY**

### **1. Introduction**

An Internship is a period of work experience offered by an organisation for a limited period of time that relates to a student's Career and Academic Goals. Internship enhances a student's academic, career and personal development under the supervision of a professional mentor. It offers a practical, short term, on the job training to the students pursuing specific courses in a related area and wishes to achieve their Career goals in a specific Industry.

### **2. Objectives**

Internship is educational and career development opportunity, providing practical experience in a particular field or discipline. Internship is short term, supervised placement often focused around particular task or project with defined period of time. The internship has to be meaningful and mutually beneficial to the intern and the Organization.

Central Bank of India, being one of the top Nationalised Banks, Head Quartered in Mumbai having national presence with around 4528 Branches and 104 Administrative Offices pan India, aims to provide Internship programme to students (future professionals) from recognised institutes in a structured manner wherein they will be trained on the Banking functions under the mentorship of a Senior Official available at the place of Internship. The Internship programme will provide an overview of banking industry and practical knowledge in particular department, as per the preference and educational specialisation of the candidate.

The projects allotted to the interns shall be actionable/ adoptable which may be examined for adoption in the bank.

**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.**

### **3. Benefits to Bank**

- Guiding students (future professionals) and to facilitate the experience while the student applies theoretical knowledge to practical situation.
- Projects submitted by the interns after completion of internship may be explored for adoption in the Bank.
- The Bank will get the opportunity to utilise fresh talent.
- Providing internship to the students from Colleges/Universities of different places will market the Bank as a prominent employer and may attract future professional to opt for our Bank to serve their career.
- **Stipend/out of pocket expenses** will play an important role in attracting candidates from reputed colleges and universities. This will also lead to creating a brand image among various colleges & Institutions as the competition for getting into our internship programme will also increase and more meritorious students will apply for the same

#### **4. Duration.**

Actual structure and duration of the Internship will vary from programme to programme. Normally, the minimum duration of internship may be two weeks and maximum duration may be eight weeks. However, this duration may be reduced or extended depending upon the type of programme/project, subject to the approval of the Competent Authority.

#### **5. Eligibility**

Internship would be offered to the students pursuing their graduation/post-graduation courses from recognised Institutes/Universities and meritorious students from various Colleges in India. The request for internship should be forwarded from respective Zonal Offices with the recommendations of Zonal Heads /concerned General Managers in case of Central Office.

Internship would be offered in the following departments at RO/ZO/CO:

- Operations
- Marketing
- Credit (Non sensitive areas)
- Credit Monitoring
- Human Resource Management
- Foreign Exchange (Back Office)
- Agriculture & Rural Development
- MSME
- Risk Management
- Information Technology
- Information & Data Analytics
- Law

#### **6. Guidelines & Procedure**

Following shall be the procedure and guidelines to be followed for providing/undergoing the Internship programme:

- a) On receiving the application for internship from Candidate/College through respective Zonal Office/CSD, the competent authority for approval will be General Manager – L&D.
- b) Learning & Development Department, Central Office, Mumbai will be responsible for implementation of the Internship policy and for proposing any modification in the policy.
- c) Students will be required to apply for the internship programme in prescribed format (as described in point no. 7 below) through the HCM Department of respective Regional/Zonal Offices where he/she wishes to undergo Internship.
- d) HCM Department at Zonal Office after verifying the application, certificates, recommendation letter from College/University will forward the same to L&D, Central Office with recommendation of Zonal Head. In case of Central Office, application shall be routed through Central Staff Department.
- e) Regional Office/respective department will assign a suitable project (if not allotted by the College) under the mentorship of a Senior Officer (Scale-III & above), which should be actionable and which can be adopted by the Bank.
- f) Mentor/Guide to ensure regular attendance of the intern for the period of his/her internship.

- g) Needless to mention that the project assigned to the Interns should be useful to the Bank as well. The project completed by the intern shall be actionable and adoptable for the Bank's development.
- h) Declaration of fidelity and Secrecy to be obtained from the Intern.
- i) Mid project review of the Intern is to be conducted by Mentor along with HCM department.
- j) On completion of Internship programme, Intern will submit the project report to the mentor. Mentor will vet the project for applicability and adoption in the Bank and subsequently, candidate would be offered a Certificate, reflecting his performance at work.
- k) HCM Department of the respective Regional/Zonal Office will conduct an exit interview with the intern seeking the overall feedback about his/her learning during the internship, guidance provided by the Mentor, support received from other staff members during the internship etc. and the same shall be incorporated in the final report of the internship undergone by the Candidate.
- l) Strict instructions to be mentioned in the Internship offering letter advising the candidate that all the information/data provided to him/her during the internship are kept confidential and will be used only for the project purpose and would not be disclosed to any third person/organisation.
- m) Respective Department/Office to ensure that access to CBS, Official Email, Customer's information should not be provided to the Intern.
- n) Offer of Internship does not entitle the candidate to claim for any type of employment in the Bank
- o) The Bank reserves the right to reject/decline any application for any reason, what so ever.

Any amendment/ update to the existing guidelines made by the Reserve Bank of India or other regulators will be applicable as and when announced and will be treated as part of this policy.

## **7. Forms and Formats**

**7 (a) Internship application form**

**7 (b) Declaration of fidelity and Secrecy**

**7 (c) Certificate of completion of Internship Programme**

**7 (d) Check List**

**7 (e) SOP**

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

**Annexure 7(a)**

Passport size Photograph of  
the applicant

1. Name of the Candidate :

2. Nationality :

3. Gender :

4. Date of Birth :

5. Educational Qualification :

6. Department preference

For internship :

7. Location preference :

8. Duration (in weeks) :

9. Present Residential Address : From To

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

S No	Course	Specialization	College/University	Marks (in %)	Year of passing

## 15. Language Proficiency

S. No.	Languages known	Read	Write	Speak

16. Any previous project or work experience :

17. Reason for choosing Central Bank India for Internship

Signature

Date

Place

Recommendation of Regional Head:

Recommendation of Zonal Head/ 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 \_\_\_\_\_.

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 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



(To be given on Bank letter head)

**Annexure 7 (c)**

**Certificate of Completion of Internship**

This is to certify that Mr/Miss \_\_\_\_\_ has successfully completed his/her Internship with Central Bank of India. During the tenure with us, we found Mr/Miss \_\_\_\_\_ to be punctual, hardworking and result oriented.

The details of the Internship are as shown below:

Project Name:

Duration:

Location:

We wish Mr./Miss \_\_\_\_\_ all the best for his/ her future endeavours.

For Central Bank of India

\_\_\_\_\_  
Mentor's Signature  
(Mentor's Name and designation)

Date:

**Annexure 7 (d)****7. Check list**

Following documents are to be submitted along with the application form for Internship:

- (a) Resume of the Applicant with recent Colour Photograph
- (b) Recommendation letter from College
- (c) All the relevant mark sheets /certificates.
- (d) Copy of ID Card of the student
- (e) Recommendation from RH/ZH/GM.
- (f) Declaration form of Fidelity and Secrecy

**Annexure 7 (e)****SOP ON INTERNSHIP**

This SOP has been drafted for smooth implementation, and clarity on payment to be made to Interns on the completion of the project.

1. The candidate will request/approach the Regional/Zonal Offices with a request to carry out his internship at our Bank.
2. Any student approaching any Branch for this purpose should be advised to contact the respective RO/ZO as per their convenience.
3. The internship should necessarily be a part of his/her on-going course.
4. Students will be required to apply for the internship programme in prescribed format through the HCM Department of respective Regional/Zonal Offices where he/she wishes to undergo the Internship
5. HCM Department at Zonal Office after verifying the application, certificates, recommendation letter from College/University in India will forward the same to L&D, Central Office with recommendation of Zonal Head. In case of Central Office, application shall be routed through Central Staff Department.
6. After Sanction from Central Office, Regional Office/Zonal Office/respective department will assign a suitable project (if not allotted by the College) under the mentorship of a Senior Officer.
7. The project assigned to the Interns should be useful to the Bank as well. The project completed by the intern shall be actionable and adoptable for the Bank's development.
8. RO/ZO/CO Department shall assign a Senior Official (Scale III & above) as mentor to navigate the intern to complete the project. Mentor/Guide shall ensure regular attendance of the intern for the period of his/her internship.
9. Declaration of fidelity and Secrecy shall be obtained from the Intern.
10. Mid project review of the Intern is to be conducted by Mentor
11. On completion of Internship programme, Intern will submit the project report to the mentor. Mentor will vet the project for applicability and adoption in the Bank and subsequently, candidate would be offered a Certificate, reflecting his performance at work. (Annexure 7 C)
12. HCM Department of the respective Regional/Zonal Office/CSD will conduct an exit interview with the intern seeking the overall feedback about their learning during the internship, guidance provided by the Mentor, support received from other staff members during the internship, etc. and the same shall be incorporated in the final report of the internship undergone by the Candidate.
13. A request cum undertaking be sought from the candidates showing the
  - a. Bank details for making the payment of stipend
  - b. Undertaking that the information/data provided to him/her during the internship shall
    - i. be kept Confidential
    - ii. Used only for the project purpose, and
    - iii. Not be disclosed to any third person/organisation.
14. On fulfilling the above conditions and on being satisfied about the quality of the project report and its applicability of the project in our Bank, the offices that recommended the internship (Zonal Office or CSD, Central Office) shall make the payments directly into the accounts of the interns. Please note that no cash payments are to be made.

15. 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 internship and the same will be paid on successful completion of the Internship.
16. Departments/ROs/ZOs are required to submit a copy of the certificate issued to intern along with a copy of Project Report and the report of exit interview to Learning & Development Department (L&D), Central Office.
17. Departments/ROs are also required to submit their comments about the applicability of the project for implementation in functional area of the Bank.
18. Interns completing their projects may be provided with a copy of the Booklet/ Brochures of our retail schemes and impress upon them to bank with us and spread a positive word about our Bank among their family, friends and Course mates.

The account head and account numbers for payment of stipend are given below:

BRANCH	CBI GL ACCT_NO	GL-NAME(ACCOUNT NAME)	CBI CGL Codes	CURRENCY	CAPABILITY	RECON_TYPE(TYPE OF RECONCILIATION)	ORGN_ENTRY_TYPE(TYPE OF ORIGINATING)	RENUM_TYPE(TYPE OF REFERENCE NUM)	BS PL	Ownership dept
1109	6555501109	PL Internship Stipend-AHMEDABAD ZO	827960	INR		0	D	S	21894	HRD
1104	6555501104	PL Internship Stipend-BHOPAL ZO	827960	INR		0	D	S	21894	HRD
1106	6555501106	PL Internship Stipend-CHANDIGARH ZO	827960	INR		0	D	S	21894	HRD
1110	6555501110	PL Internship Stipend-CHENNAI ZO	827960	INR		0	D	S	21894	HRD
1107	6555501107	PL Internship Stipend-DELHI ZO	827960	INR		0	D	S	21894	HRD
1105	6555501105	PL Internship Stipend-KOLKATA ZO	827960	INR		0	D	S	21894	HRD
1112	6555501112	PL Internship Stipend-LUCKNOW ZO	827960	INR		0	D	S	21894	HRD
1151	6555501151	PL Internship Stipend-MUMBAI METRO ZO	827960	INR		0	D	S	21894	HRD
1108	6555501108	PL Internship Stipend-PATNA ZO	827960	INR		0	D	S	21894	HRD
1113	6555501113	PL Internship Stipend-PUNE ZO	827960	INR		0	D	S	21894	HRD
2807	6555502807	PL Internship Stipend-GUWAHATI ZO	827960	INR		0	D	S	21894	HRD
3096	6555503096	PL Internship Stipend-HYDERABAD ZO	827960	INR		0	D	S	21894	HRD
1102	6555501102	PL Internship Stipend-CENTRAL OFFICE	827960	INR		0	D	S	21894	HRD