

## **Internship Programme for students at Mumbai Port Authority**

### **❖ About Us**

Mumbai Port Authority (MbPA) is an autonomous body under the MPA Act, 2021. It is functioning under the administrative control of the Ministry of Ports Shipping and Waterways, Government of India.

### **❖ Vision**

To evolve an Internship programme to “attract the best possible talent and bright mind” for academic internship with the MbPA. MbPA shall provide internship opportunities to students, who are pursuing degrees in Civil/Electrical/Mechanical or Industrial Engineering or Business Administration or any other courses connected to Port activities. The candidate should have excellent academic record, dedication, talent, enthusiasm and good understanding of functioning of Port.

### **❖ Objective**

Internship programme aims to provide young professionals a platform where they can gain exposure to a vibrant and challenging work environment in partial fulfilment of their academic program during their academic studies. The internship programme can be for a maximum period of 3 to 6 months’ duration depending upon the requirement of academic course being pursued.

### **❖ Areas/Discipline**

**Internship opportunities are available in the following Areas/ disciplines:**

- (i) Port operations
- (ii) Logistics/Supply Chain
- (iii) Project Finance/Capital Budgeting
- (iv) Financial Analysis of the Port
- (v) Infrastructure Analysis/Facility Planning/Data analytics
- (vi) Port Rail Operations
- (vii) Cargo Forecasting/ Trade Analysis/Port Marketing
- (viii) Economic Analysis and Pricing
- (ix) Performance Analysis
- (x) Environmental, Social and Governance (ESG)
- (xi) Digitalisation and Information Technology (Including new age technologies)
- (xii) Archiving and Port History
- (xiii) Heritage Conservation.

❖ **Methodology for submission of applications and Selection Process:**

- Interested applicants may apply offline/online through their Institute/College/University in the format given on the website of MbPA.
- Applications to be made by students supported by a letter of recommendation alongwith their grades from the Institution / College / University and curriculum of the students including the period of internship.
- Applicant must clearly indicate their area(s) of interest.
- Applications complete in all respects along with the documents specified can be emailed at [manager.hr@mumbaiport.gov.in](mailto:manager.hr@mumbaiport.gov.in).
- Internship request received directly from the students, shall not be entertained and no communication in this regards shall be made with the Students.
- Students will be selected for the internship program based on their academic performance in relevant domain/courses from recognized institutes and universities.
- During the internship student would be gain acquaintance about functioning of Port and the works that is being undertaken by MbPA. The students shall also be informed on corporate communication, discipline and decorum to be maintained at MbPA.
- Thereafter, students would be assigned a project or a special work based on their field of study. Student can also propose some of projects based on their field / academic interest.

❖ **Salient Features:-**

- (i) Internship is open for student pursuing both Graduation and Post-Graduation courses.
- (ii) Period of internship will be for a maximum period upto 3 to 6 months. Selected intern would be granted stipend of Rs. 10,000 per month for Graduates and Rs.15,000 per month for Post Graduates.
- (iii) Each student would have to submit a report on the project in duplicate and retain a copy for submission to the Institute/College/University.
- (iv) A copy of the Project Report in PDF format shall also be forwarded at email - [manager.hr@mumbaiport.gov.in](mailto:manager.hr@mumbaiport.gov.in)

- (v) Each student has to make power point presentation on their project to HoD of the respective Department.
- (vi) A certificate will be given to the candidates on successful completion of the Internship.
- (vii) Ten students from each field may be provided this opportunity in a year or depends on the Departments requirement.

❖ **Terms & Conditions:**

- (i) Undertaking internship with Port by any student shall not have right to claim for any job surety and it is purely an activity in partial fulfilment of his /her curriculum.
- (ii) The conditions for the internship would clearly state that it does not ensure any appointment after completion of the Internship, as such appointments are to be through an open recruitment selection process based on the provisions of Recruitment Rules.
- (iii) Student shall not indulge into any unprofessional practices and in case, if it is found that policies, rules and guidelines are not followed, the department would approach the concerned Institution for his / her disqualification.
- (iv) Student should devote himself /herself exclusively to the work assigned to him/her.
- (v) The recommendation / request for Internship should be received from the Institute. Internship request received directly from the students, shall not be entertained and no communication in this regards shall be made with the Students.
- (vi) No other facility like accommodation, conveyance, etc. would be provided.
- (vii) The Policy towards Internship programme indicating areas of interest shall be displayed on website.

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APPLICATION FORM FOR THE INTERNSHIP PROGRAMME OF  
MUMBAI PORT AUTHORITY

Name, full address and telephone no. of the sponsoring  
Institution: (if any)

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Paste Recent  
Color Passport  
Size  
Photograph

1. Full Name (Mrs./ Ms./ Mr.):

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2. Father's Name:

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3. Mother's Name:

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4. Date of Birth:

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5. Full Postal Address for communication (including Telephone, Mobile  
and E-mail address)

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6. Contact No.: 1.  
2.

7. Educational Qualifications:

Exam	University/ Institute	Year of Passing	% of Marks	Main Subject

8. Additional Qualification (professional, if any):

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9. Subject of Specialization/ Interest:

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10. Projects Undertaken (Please provide brief description:

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11. Project/ Area of Preferences: (Please note that it may not always be possible to allocate project/ Area of choice)

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12. Names of two references from the present Institute or the Institute(s) last attended:

1.

2.

13. Why do you want to join this internship (in brief not exceeding 100 words)

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14. I certify that above information furnished by me is true to the best of my knowledge and belief.

Place :

Signature :

Date :

Name :

15. Authentication of particulars furnished above by the Institute/ University  
(current or last attended)

This is to certify that the information furnished by Mrs./ Ms./ Mr. in the form of  
\_\_\_\_\_ application above is correct to the best of our knowledge.

Recommendations, if any

(Signature & Seal of Authorised Official)

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated:.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Mr./Ms.> \_\_\_\_\_ a student of .....<University/Institution> has successfully completed <his/her> Internship with Mumbai Port Authority, from \_\_\_\_\_ to \_\_\_\_\_. During the period of Internship he/ she worked under \_\_\_\_\_ in the following areas.

2. <He/She> has shown special flair for \_\_\_\_\_ and <his/her> performance in preparation of the report has been rated as \_\_\_\_\_
3. During the period of <his/her> internship programme <he/she> was punctual and hard working.
4. I wish <him/her> every success in <his/her> life and career.

(Signature & Seal )  
Concerned Officer