MEPZ SPECIAL ECONOMIC ZONE AUTHORITY INTERNSHIP PROGRAMME

MEPZ Special Economic Zone Authority (MEPZ) proposes to engage a limited number of Academic Interns and Trainee Interns in various initiatives & project of the departments of the Development Commissioner's Office in technical, administrative, operational, data, research, engineering and policy assignments.

- **Category A** – Academic Internship: 3 to 4 months Request from Bonafide.
- **Category B** – Traineeship: 6 to 12 months (for recent graduates)
- **Location**: MEPZ SEZ, Tambaram, Chennai, Tamil Nadu
- **Stipend:**
  - Category A – Academic Interns: No stipend
  - Category B – Trainee Interns: ₹10,000/- per month (consolidated)

1. ELIGIBILITY CRITERIA

1.1. Citizenship Open only to Indian nationals.

1.2. Educational Qualification

Category A – Academic Interns (3–4 Months)

Candidates must be currently pursuing Undergraduate or Post-Graduate programmes in:

- Bachelor's Degree Engineering (Mechanical, Electrical, Civil, IT, CSE)
- Masters Degree in Management / MBA
- Master's Degree in Public Policy/ Economics / Development Studies
- Law
- Master's Degree in Computer Science / Data Science / Analytics
- Other disciplines relevant to SEZ operations, industrial development or technical support functions.

Category B – Trainee Interns (6–12 Months)

- Candidates who have completed their degree (engineering, management, economics, law, etc.) within the last 12 months.

1.3. Institutions

- Central/State Universities
- AICTE/UGC recognised engineering, management and law institutions
- IITs / NITs / IIITs
- National Law Universities
- Polytechnic / Technical Institutions (for curriculum-based internships)
- Other recognised Indian universities/institutions

1.4. Preferred Profile

- Good academic performance with not less than 60% overall or 6 CGPA
- Exposure to technical projects, laboratories, internships, fieldwork, research or software tools
- For trainees, interest in industrial operations, data systems, compliance or engineering support is advantageous.

2. SELECTION PROCEDURE

2.1. Constitution of Selection Committee

A Selection Committee is constituted to oversee the screening, shortlisting and selection of interns/trainees.

Composition:

• Chairperson – Joint Development Commissioner (JDC)
• Member – Deputy Development Commissioner (DDC-2)
• Member – Senior Consultant (Business & HR)
• Member – Assistant Development Commissioner (Establishment)
• Member – Concerned Hiring Manager / Nominated Officer

The committee shall scrutinise applications, conduct interviews, finalize the select list, allocate departments, and ensure fair implementation of the programme.

2.2. Application Process

- Candidates have to submit their application in the Prescribed Format as enclosed as ANNEXURE along with their CV to email id (careers@mepz.gov.in) with following subject line:

  Application for the post of <Post Name>by<Candidate Name>

2.3. Screening

- Applications will be screened based on Weightage:
- Academic performance = **30%**
- Relevance of discipline = **20%**
- Quality of SoP
- Prior exposure to projects, labs, training or internships (if any) = **50%**

2.4. Interview

- Shortlisted applicants may be called for online/offline interaction to assess & Weightage:
- Technical knowledge = **40%**

- Analytical and communication skills = **30%**
- Readiness to work in an SEZ/industrial environment = **30%**

2.5. Final Selection & Offer

- Final selection approved by the Selection Committee
- Offer letters will be emailed to selected candidates detailing reporting date, duration and department assigned
- The decision of the Selection Committee is final

3. KEY RESPONSIBILITIES & KPIs

Sl. No.	Key Area / Scope of Work	Key Performance Indicators (KPIs)
1	Engineering/Technical Support	• Accuracy of technical work • Safety and SOP compliance • Timeliness of tasks
2	Data Management & IT Support	• Quality and completeness of datasets • Timely reporting • Assistance in system improvements
3	Administrative Coordination	• Well-maintained files/records • Timely preparation of minutes/notes • Professional conduct
4	Research & Analysis	• Quality of reports and briefs • Clarity of analysis • Relevance of findings
5	Field/Operational Support	• Reliability in field assignments • Safety compliance • Effective coordination with units
6	Documentation & Compliance	• Quality of documentation • Accuracy in logs/forms • Support in audits/inspections

4. REQUIRED SKILLS & COMPETENCIES

4.1. Technical

- Discipline-specific knowledge
- Basic understanding of industrial/engineering processes
- Strong MS Office skills
- Ability to handle data and prepare structured documentation.

4.2. Behavioural

- Good communication
- Integrity and professionalism

- Attention to detail
- Teamwork and discipline
- Ability to follow instructions and meet timelines

5. REPORTING & STIPEND

5.1. Reporting

- Interns/trainees will report to the designated officer/hiring manager
- Must follow office timings, rules, safety instructions and discipline

5.2. Stipend

Category A – Academic Interns

- **No stipend will be paid.**
- Engagement is strictly for academic learning and curriculum fulfilment.

Category B – Trainee Interns

- ₹10,000 per month (consolidated).
- No additional allowances, TA/DA, or benefits.
- Engagement does not constitute employment and does not assure future job placement.

Applications received before & after the specified timeline will not be entertained.

1. **Last Date of Application:**_____
2. **Date of shortlisting of Candidates:** _____
3. **Date of Interview:** _____
4. **Final List of Selected Candidates:** _____
5. **Period of Internship:** _____

APPLICATION FORM FOR INTERNSHIP

1. Personal Details

i. Full Name (in BLOCK letters): _____

ii. Father's / Mother's Name: _____

iii. Date of Birth (DD/MM/YYYY): _____

iv. Gender: ☐ Male ☐ Female ☐ Transgender

v. Nationality: _____

vi. Aadhaar No. (Optional): _____

vii. Category (UR/OBC/SC/ST/EWS): _____

viii. Correspondence Address: _____

ix. _____ PIN Code: _____

x. Permanent Address: _____

xi. _____ PIN Code: _____

xii. Mobile No.: _____

xiii. Email ID (mandatory): _____

2. Educational Qualification

Sl. No.	Examination Passed	University / Institution	Year of Passing	Subjects / Discipline	Percentage / CGPA

3. Present Course Details (If pursuing)

i. Name of Course (UG/PG/PhD): _____

ii. Year/Semester: _____

iii. Name of University/Institution: _____

iv. Area of Specialization: _____

v. Expected Date of Completion: _____

vi. Area of Interest for Internship

☐ Engineering/Technical Support

☐ Data Management & IT Support

☐ Administrative Coordination

☐ Research & Analysis

☐ Field/Operational Support

☐ Documentation & Compliance

vii. Duration of Internship Requested: From: ___/ ___/ _____To: ___/ ___/ _____

viii. Total Duration (in weeks): _____

6. Statement of Purpose (SoP) – "Why do you wish to intern at MEPZ?"

_____

_____

_____

_____

_____

_____

7. Previous Internship / Work Experience (if any)

_____

_____

_____

_____

_____

8. Previous Internship / Work Experience (if any)

Sl. No.	Organization	Duration	Nature of Work

9. Documents to be Attached

☐ Updated Curriculum Vitae (CV)

☐ Bonafide Certificate from Institution

☐ Permission letter from HoD/Supervisor for Academic Interns

☐ Recent marksheets/grade cards (latest semester)

☐ Degree completion proof for Trainees

☐ Identity Proof

Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge. I understand that submission of false information will lead to cancellation of my candidature.

Name & Signature of Applicant: _____

Place: _____

Date: _____