



## **STEM WATER DISTRIBUTION & INFRASTRUCTURE CO. PVT. LTD.**

### **SUMMER INTERN**

STEM Water Distribution & Infrastructure Co. Pvt. Ltd., Thane are inviting application from MTech (Urban System / Civil, Electrical / Mechanical) Students for GIS, Asset Management project of the company.

#### **Scope of Work**

**1. Objective:** This internship provides practical experience in Geographic Information Systems (GIS) and asset management within the STEM fields. The intern will assist in deploying and maintaining GIS solutions and managing infrastructure assets, gaining hands-on experience in both technical and project management skills.

#### **1(a) GIS Mapping Responsibilities:**

**Data Acquisition and Management:** Assist in procuring and managing satellite imagery and other geographical data necessary for STEM applications.

**GIS Platform Support:** Participate in setting up and customizing GIS platforms for desktop and web applications, including software installations and system configurations.

**Surveying and Mapping:** Support field operations for topographic surveys and property tagging within designated STEM areas, ensuring accurate data collection for GIS layer creation.

#### **1(b) Infrastructure Management Tasks:**

**Asset Documentation:** Help in creating a comprehensive asset register, documenting asset details such as images, specifications, and status using barcode and RFID technology.

**Database Maintenance:** Aid in maintaining a general database of assets, procurements, and other related data, ensuring accuracy and accessibility.

#### **2. Technical and Professional Development:**

**Skills Enhancement:** Develop technical skills in GIS software and data analysis, and learn to use tools for asset tagging and database management.

**Project Experience:** Gain real-world experience in managing projects involving multiple stakeholders and technology integration.

#### **3. Deliverables:**

**Updated GIS Maps and Data Layers:** Produce GIS layers for infrastructure elements like utilities and public amenities.

**Asset Management Reports:** Assist in generating reports detailing the status and location of assets.

**Internship Report:** Conclude the internship with a report summarizing activities, learnings, and suggestions for process improvements.

#### **4. Eligibility:** MTech pursuing

#### **5. Attachment:** The interns would be attached with Managing Director, STEM.



**6. Application process:** Candidates desirous of being appointed as the "interns" in the company may send their application in the duly filled proforma at Annexure-1 along with supporting documents in single pdf file, only by e-mail addressed to [stemwatercompany@gmail.com](mailto:stemwatercompany@gmail.com). No physical copy be sent for this purpose. The name of pdf file be "Candidate's name" and the subject of the email be as under:

"Application for internship in r/o \_\_\_\_\_(candidate's name)"

**7. Selection:** Neatly/ legibly filled applications in prescribed format received through email as stated above will be considered for selection. The Managing Director serves all rights for offering internship to any candidate and the decision of the Managing Director shall be final. Internship requests can be refused without assigning any reasons.

**8. Duration:** 2 months from third week of May. During internship, the intern should have minimum 90% attendance.

**9. Number of interns:** Number of Internship will be limited to a maximum of one (1)

**10. Stipend:** Paid interns shall be provided stipend of Rs. 15,000/- per month. No other facilities such as DA, perks, allowances, TA/DA, accommodation, conveyance, medical facilities etc would be admissible.

**11. Confidentiality & Secrecy:** During the period of assignment, the "interns" would be subject to the provisions of Confidentiality & Secrecy and will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know the same, at any stage. The "interns" are required to ensure any information gathered related to the project or its working is not uploaded or shared on any platform, media/ social media, portal, website, app, AI tool, status, stage or at any other public domain in any form. Any violation of this shall be taken seriously.

**12. Integrity certificate:** Interns are required to sign a non-disclosure undertaking and to provide integrity certificate from 2 references before commencing internship.

**13. Certification:** Certificates shall be issued to the interns on satisfactory completion of their internship of not less than two weeks and on submission of their Report/ Paper and Attendance Certificate duly certified by the Managing Director.

**14. Conditions of Internship:** The internship is neither a job nor any such assurance thereof in the company. The Intern shall not have right to demand for any type of permanent employment with the Company. The intern shall not claim any Benefit / Compensation / Absorption / Regularization of service with Company. The interns are expected to maintain decorum and adhere to office working culture. Interns are also expected to maintain integrity and discipline at all times. Interns are expected to approach this opportunity earnestly and adhere to the guidelines diligently. The Intern can be relieved prematurely on ground of unsatisfactory performance or violation of any guidelines or without assigning any reason. The decision of the Managing Director in this regard shall be final.



**ANNEXURE I**

**PROFORMA FOR APPLICATION FOR "INTERNS"**

1	Full Name							
2	Address							
3	Mobile No.							
4	Email address							
5	Date of Birth							
6a	Course / qualification pursuing:	<p>Course Name :</p> <p align="right">Specify:</p> <table border="1"> <tr> <td>Year of Admission in above course</td> <td></td> </tr> </table> <p align="right">Specify:</p> <table border="1"> <tr> <td>Institution/ College</td> <td></td> </tr> <tr> <td>University</td> <td></td> </tr> </table> <p align="center">(Supporting documents to be attached for all the above)</p>	Year of Admission in above course		Institution/ College		University	
Year of Admission in above course								
Institution/ College								
University								
6b	Additional Qualifications, if any							
6c	Knowledge and usage of MS Office, GIS							
6d	Any other relevant experience/ information							
7	Motivation/ reason to be engaged as Intern.							

(Signature of the Applicant)

Full Name:

Date: