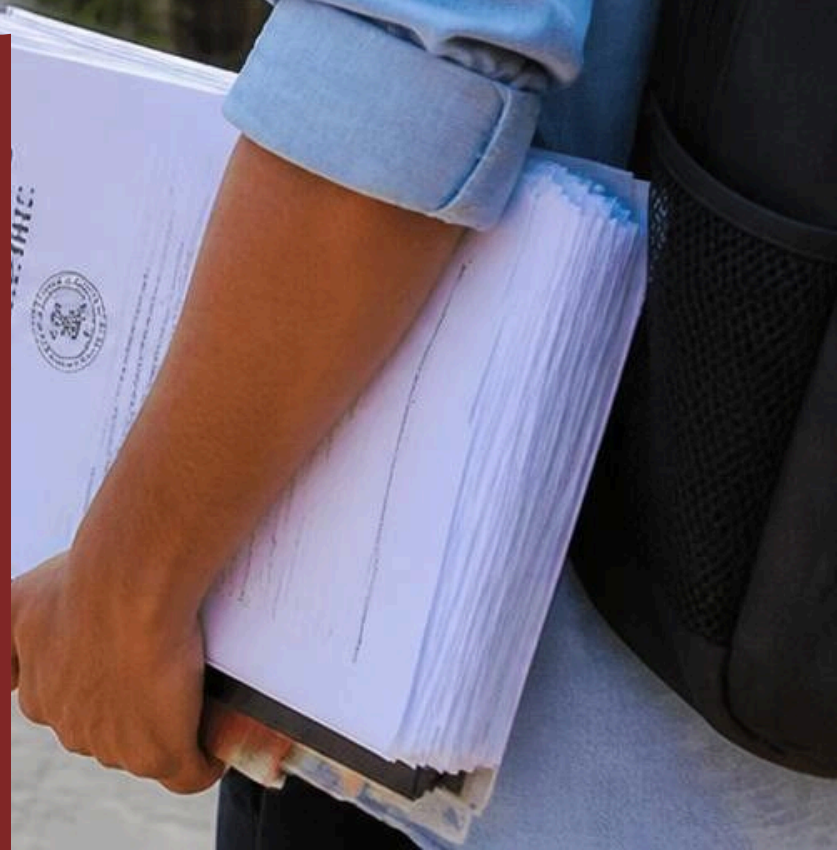


Karnataka Diploma Students: Your Step-by-Step Guide to PSU & Industry Internships

HAL, BEL, BHEL, BEML, KPTCL, BMRCL, CMTI, MRPL

Presented by Advitiya Academy of Learning, Vijayanagar, Bengaluru · +91 89717 55960



STEP 1 · UNDERSTAND THE SYSTEM

There's no "Apply Online" link, and that's by design

Why it looks hidden

PSU Careers pages list only permanent jobs and 1-year apprenticeships. Your 6th-sem project and in-plant training are handled offline at each unit's Training / HRD Centre.

What to do instead

Stop searching Careers pages. Prepare your physical NOC file first, then go to the right unit with it.



STEP 1 · CHOOSE YOUR TRACK

Two tracks for diploma students

Track A · Current 5th/6th sem

Academic project or in-plant training

Unpaid. Apply offline with a Principal/HOD NOC letter on college letterhead.

For students who need the 16-week project or training now.

Track B · Passed-out

1-year paid apprenticeship

Rs. 8,000–12,500 per month

Apply online only at nats.education.gov.in (NATS 2.0).

Rule #1: stop searching Careers pages and prepare your physical NOC file.

STEP 2 · GET YOUR NOC

Get your Principal/HOD NOC (Template A2)

1 · Download and print

Get Template A2 from the internships page and print it on college letterhead.

2 · Fill your details

Name, branch, semester, register number and the PSU or company name.

3 · Principal or HOD signs and seals

Stamp with the college seal. For HAL, the Principal also signs across your passport photo.

Make 2 xerox copies. Keep the original safe in your folder.



STEP 3 · PSU 1 OF 8 · HAL

HAL: photo-attested NOC and a tight security gate

Where and to whom

Technical Training Institute (TTI), Suranjan Das Road, Vimanapura, 560017. Not HMA Marathahalli.

Addressee: The Head / Chief Manager (Training).

Eligibility and window

Priority to wards of HAL employees, then batches of 3–4 from govt/aided polytechnics. Apply 30–45 days before the semester (Nov–Dec). Visit 9:30 AM–12:30 PM.

Procedure: passport photo on the NOC letterhead, sealed and signed by the Principal across the photo. Then police verification, character certificate, fee if applicable, and a temporary gate pass.

STEP 3 · PSU 2 OF 8 · BEL

BEL: route through your TPO or a BEL engineer

Where and to whom

Centre for Learning & Development (CLD), Hongirana building, Jalahalli Post, Outer Ring Road, 560013.

Addressee: Manager / DGM (HR/CLD).

How to route it

Send the NOC via your college TPO, or get a BEL engineer reference quoting their employee number and division.

Window and approval

Apply Nov–Jan. Approval takes 7–10 working days.

At the Security Pass Section, bring 3 stamp photos. In production areas, no camera phones, pen drives or laptops.

STEP 3 · PSU 3 OF 8 · BHEL

BHEL: choose your unit, apply 3–4 weeks before

EDN, Mysore Road, 560026

Next to Deepanjali Nagar Metro. Power electronics, PLC/SCADA.

SBD, Malleswaram, 560012

Prof C.N.R. Rao Circle. Solar PV, cleanrooms, electrical testing.

Addressee: AGM / Head (HRD & Training).

Training runs 2–8 weeks with a nominal weekly fee. Combine it with your capstone for a 16-week logbook.

Submit at the HRD inward desk, 9:30 AM–12:30 PM: NOC, resume, marks cards and ID copy.



BEML: apply as a batch of 3–4 on one letter

Units

Bengaluru, New Thippasandra, 560075. Mysuru, Belavadi, 570018. KGF, 563115.

Addressee and window

Manager (HRD / L&D). Apply Nov–Dec with a batch of 3–4 students on one Principal letter.

A nominal processing fee applies. Safety shoes are mandatory on every shop floor.



STEP 3 · PSU 5 OF 8 · KPTCL & ESCOMs

KPTCL: fastest route for Electrical students

Addressee

Executive Engineer (Elec.), TL&SS / O&M Division, or Director HRDC, KPTCL.

Submission and memo

Submit at the inward / tappal counter and get an acknowledgement stamp. A memo assigning your substation follows in 1–2 weeks, then AEE allotment.

Best for EEE and Civil students.

STEP 3 · PSU 6 OF 8 · BMRCL

BMRCL: apply to corporate HR, not the depots

Addressee

GM / DGM (HR), III Floor, BMTC Complex, K.H. Road, Shanthinagar, 560027. Phone 080-22969300.

Choose your track

Civil or Architecture, or Rolling stock, signalling, telecom and traction.

Do not go to Baiyappanahalli or Peenya depots first. Apply 3–4 weeks before the semester.

Civil backup: take your NOC to L&T, Afcons, NCC or ITD Cementation site offices.

STEP 3 · PSU 7 OF 8 · RESEARCH & TRAINING CENTRES

CMTI, GT&TC and CIPET: portals, walk-ins and paid batches

Where	How to apply
CMTI, Tumkur Road, 560022	drishti.cmti.res.in · internship@cmti.res.in · training@cmti.res.in · +91-9449842678
GT&TC Rajajinagar, 560010, and 30 centres	Walk in to the Student Training Coordinator Desk.
CIPET Mysuru, Hebbal, 570016	Walk in to the Student Training Coordinator Desk.

Free government schemes where active, plus fee-based 16-week C-20 project batches: CNC, CAD/CAM, PLC/SCADA, robotics, VLSI/IoT, Python, polymer moulding and testing.



STEP 3 · PSU 8 OF 8 · MRPL & MCF

MRPL and MCF Mangaluru: forwarding only

Addressee

General Manager (HR / T&D), MRPL, Kuthethur Post, Via Katipalla, Mangaluru, 575030.

The rule

No individual walk-ins. Your HOD or Placement Cell forwards the NOC 4–6 weeks early.

Passed-out students: apply through NATS.



STEP 4 · SUBMISSION RULES

Go before lunch, and always get the Inward stamp

9:30 AM–12:00 PM

Monday to Friday. Reception counters accept letters in the morning.

Go in a batch of 3–4 students, with your NOC and cover letter.

Get the Inward / Tappal stamp

Ask the clerk to stamp RECEIVED, date and Inward No. on your copy. Carry 2 extra copies of everything.

Quote the Inward No. in every follow-up.

STEP 5 · YOUR 9-POINT FOLDER

Your 9-point folder, in order: items 1–5

1. **College NOC**

   Signed by HOD and Principal, with seal. Original plus 2 xerox copies.

2. **Signed cover letter**

   Script 1, on top of the folder.

3. **Branch ATS resume**

   1 page, 2 colour prints.

4. **SSLC and semester marks cards**

   Self-attested, or BTE provisional printout attested by HOD.

5. **College ID card**

   Copy, with the original on a lanyard.

STEP 5 · YOUR 9-POINT FOLDER

Your 9-point folder, in order: items 6–9

1 Aadhaar copy

Linked to your mobile number.

2 Passport and stamp photos

4 passport and 2 stamp photos, with name, college and register number on the back.

3 NATS 2.0 ID and AICTE profile

16-digit NATS 2.0 ID and AICTE internship profile printout.

4 Parent consent and undertaking

Parent consent, plus the safety and zero-stipend undertaking.

STEP 6 · WRITE TO THE HR TEAM

Write the cover letter (Script 1) and the cold HR email (Script 2)

Script 1 · Formal cover letter

Include your BTE Register No., aggregate percentage and safety undertaking. Sign it and place it on top.

Script 2 · Cold HR email (MSME / MNC / CMTI)

Subject: Application for 6th-Sem Diploma [Branch] Intern (16 Weeks) – [Name] | College NOC Ready

Name 3 C-20 lab skills, say you have zero onboarding delay and your NOC is ready, then ask for a 5-minute call.

Never send an attachment alone; paste the script into the email body.

STEP 7 · FOLLOW UP

Most replies come on the first or second nudge

Day 4

Reply in the same thread.
Script 3

Within 3 hours

Of any meeting: thank-you email.
Script 5

Day 9

Final nudge with a 10-minute visit offer.
Script 4

MSMEs, contractors and studios: WhatsApp on Day 1 and Day 4, 10:00 AM–5:30 PM (Script 6).

STEP 8 · STAY ON SCHEDULE

The 10-day cadence

01

Day 1

Apply and log the date.

02

Day 4

Follow-up #1, Script 3.

03

Day 6

PSU gate check, quoting your Inward No.

04

Day 9

Final nudge, Script 4.

05

Meeting day

Thank-you note within 3 hours, Script 5.

Keep every date in one sheet so you never miss a nudge.

FINAL · FREE TEMPLATES

Download every template free

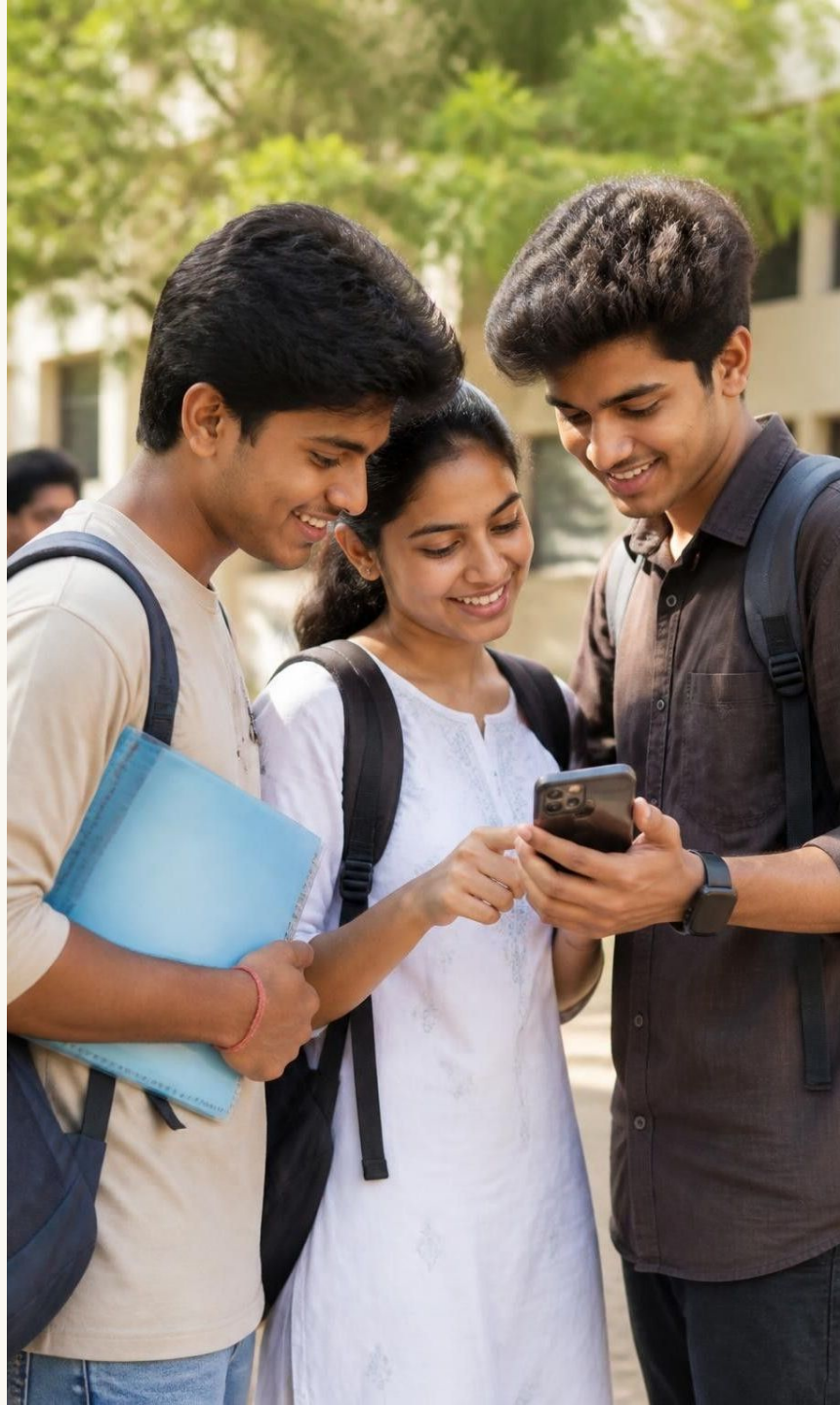
Resumes for 12 diploma branches: 1-page, PDF or Word.

College NOC (Template A2) and the 7-page checklist and scripts handbook.

16-week C-20 logbook (B1), and the Project Report & Viva guide (B2).

adwitiyaacademyoflearning.com/internships.html

DCET 2027 aspirants: start your NOC file this week.



Share this guide with your polytechnic WhatsApp group

Advitiya Academy of Learning, Vijayanagar, Bengaluru

Preparing for DCET 2027? Call or WhatsApp

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