

## Advertisement Draft for GMB Website

### Gujarat Maritime Board (GMB) Internship Program

Gujarat Maritime Board (GMB), India's pioneering maritime board, is pleased to announce its **Internship Program**, designed to provide students with hands-on experience in maritime management, port operations, infrastructure development, and allied fields. This internship is an excellent opportunity for students to gain real-world exposure and contribute to GMB's mission of fostering innovation in maritime governance.

#### Key Details:

- **Eligibility:**
  - Undergraduate students (minimum 75% in 12th grade).
  - Postgraduate students (minimum 60% in undergraduate program).
  - Research Scholars (minimum 60% in postgraduate degree).
- **Preferred Disciplines:** Port management, shipping, logistics, infrastructure development, finance, legal studies, environmental management, and related fields.
- **Internship Duration:**
  - Minimum: 1 month
  - Maximum: 6 months
- **Application Deadline:** Applications must be submitted 30 days prior to the desired start date.

#### How to Apply:

Interested students must submit the **Application Form** (Annexure-II) along with their **CV** and **No Objection Certificate (NOC)** (Annexure-III) from their institution to the HR Department, GMB. Applications can be sent via email or by registered post.

**Email:** 1) [gmbhr17@gmail.com](mailto:gmbhr17@gmail.com); 2) [hr@gmbports.in](mailto:hr@gmbports.in)

**Postal Address:** Human Resource Department, Sagar Bhavan, Gujarat Maritime Board, Sector-10 A, Opposite Air force Station, Chh Road, Gandhinagar-382010

For more details and to download the application form, read our standard operating procedure.(Annexure-I)

## **Guideline for engagement and Management of Interns in Board (Standard Operating Procedure)**

### **1. Introduction**

Gujarat Maritime Board (GMB) was established in 1982 as the first maritime board in India. Since its inception GMB has been instrumental in transforming Gujarat into a leading maritime hub, significantly influencing the region's economic development, and enhancing India's position on the global shipping map. GMB envisions to harness the potential of Gujarat's extensive 1600 km coastline and develop its maritime infrastructure.

In the fiscal year 2023-24, Gujarat's non-major ports managed an impressive 449.25 million metric tons (MMT) of cargo. This represents a remarkable compound annual growth rate (CAGR) of 15% over the past four decades, highlighting the steady and significant growth of Gujarat's port traffic. These ports handled about 29% of India's total port traffic and a substantial 62% of the traffic through non-major ports. The private ports operating under the GMB's jurisdiction also saw notable growth, with a 14.42% increase in traffic compared to the previous year. Looking ahead, projections for the fiscal year 2024-25 suggest that Gujarat's ports are expected to handle approximately 475 MMT, further illustrating the sustained growth and expansion of the state's maritime sector.

The broad objectives of GMB are to develop maritime infrastructure, facilities, and services that meet global standards and to position Gujarat prominently on the international shipping map. GMB is also responsible for the development, administration, operation and regulation of non-major ports and maritime activities in Gujarat

### **2. Purpose**

The Gujarat Maritime Board (GMB) offers an internship program to provide students with the opportunity to gain hands-on experience in various aspects of maritime management, port operations and infrastructure development. The internship aims to attract young academic talent to contribute to GMB's mission of fostering innovation and excellence in maritime governance.

By offering this opportunity, GMB seeks to build a pool of well-informed professionals who can understand the intricacies of port management, maritime operations, infrastructure development and other maritime allied fields. The internship program is designed to attract

highly motivated students from various academic backgrounds, offering them exposure to the complexities and operational mechanisms of one of India's most successful maritime boards.

Through this internship, the “Interns” shall have the opportunity to gain insights into GMB's operations, understand the broader process of maritime sector development in India, explore key challenges and actively contribute through analysis, report writing, proposal drafting and providing valuable inputs.

An intern may be required to work at Head Office or Port Office depending upon the requirement of the Authority

### **3. Eligibility Criteria:**

The Gujarat Maritime Board (GMB) Internship Program is open to highly motivated students who meet the following academic and professional criteria:

- a. Undergraduate Students:** Students must be currently enrolled in an undergraduate program from a recognized university, with a minimum of 75% marks in their 12th standard or equivalent examination. Preference will be given to those in their final or penultimate year of study who have demonstrated academic excellence and strong interest in maritime studies, infrastructure, and related fields.
- b. Postgraduate Students:** Applicants pursuing a postgraduate degree from a recognized university must have secured at least 60% in their undergraduate studies. Eligible students may come from diverse disciplines, with priority given to fields closely aligned with GMB's core functions such as port management, maritime law, shipping, logistics, infrastructure development, environmental management, finance, and legal studies. Candidates with prior exposure to research or projects in relevant sectors may be given additional consideration.
- c. Research Scholars:** Research scholars enrolled in recognized institutions must have completed their postgraduate degree with a minimum of 60%. They should ideally be engaged in research activities or projects that align with GMB's areas of focus, including but not limited to maritime law, international shipping, environmental sustainability, port development, and logistics management. The program encourages scholars who wish to contribute cutting-edge research to support GMB's strategic initiatives.
- d. In addition to academic qualifications, preference will be given to students and scholars from disciplines directly relevant to GMB's operations, including but not limited to:**

- i.** Port and Maritime Management
  - ii.** Shipping and Logistics
  - iii.** Infrastructure Development
  - iv.** Finance and Economics
  - v.** Legal Studies (with an emphasis on maritime and international trade law)
  - vi.** Environmental and Coastal Management
  - vii.** Public Policy and Administration (related to maritime sectors)
  - viii.** Engineering disciplines relevant to port infrastructure and operations (Civil, Mechanical, Electrical)
- e.** Candidates with prior experience in internships, projects, or research relevant to the maritime sector or related industries will be considered favourably. The eligibility criteria ensure that interns contribute meaningfully to GMB's operations while gaining valuable, sector-specific experience.

#### **4. Internship Duration:**

The Gujarat Maritime Board (GMB) offers internship opportunities on a rolling basis throughout the year, subject to the operational needs and project requirements of the organization. This flexible structure ensures that internships are aligned with GMB's ongoing projects and strategic initiatives, while also accommodating the academic schedules of prospective interns. The availability of internships is determined by departmental requirements, project timelines, and the availability of supervisory personnel.

- a. Minimum Duration:** The minimum duration for the internship program is set at **1 month**. This short-term engagement is designed for students who may need to complete specific academic or research requirements within a limited timeframe. During this period, interns will be expected to immerse themselves fully in the assigned tasks, gaining foundational knowledge and practical exposure to port operations, maritime infrastructure, or relevant areas of GMB's functioning. Although the duration is shorter, interns are expected to demonstrate a proactive approach to contribute effectively to their assigned projects.
- b. Maximum Duration:** The internship may extend up to a maximum of **6 months**. This longer engagement is ideal for students and research scholars who wish to gain in-depth exposure to the complex operational and strategic

challenges faced by GMB. Interns working for this extended period will have the opportunity to contribute more significantly to ongoing projects, potentially leading to the development of project reports, research papers, and actionable insights for GMB's departments. They will also benefit from a more comprehensive understanding of GMB's operational, regulatory, and developmental roles. Such extended internships will be structured with a more detailed work plan, offering interns increased responsibility and the potential for higher levels of engagement with GMB staff and projects.

- c. **Extension Policy:** Extensions beyond the maximum period of **6 months** will **not** be considered under any circumstances. This policy ensures that the internship remains a time-bound, academic-oriented engagement rather than an employment substitute. Furthermore, the fixed duration allows GMB to maintain a consistent flow of new talent, ensuring that multiple candidates have the opportunity to engage with the organization throughout the year. Interns are expected to complete all their deliverables within the assigned timeframe, and no further extension will be permitted for reasons of academic or personal convenience.

This structured approach to internship duration ensures that the program meets both GMB's operational requirements and the academic needs of the interns. It allows flexibility in accommodating different academic timelines while maintaining a balance between short-term contributions and more sustained, impactful project work.

**5. Application Process:** The Gujarat Maritime Board (GMB) has established a structured application process to ensure that qualified and motivated candidates are selected for the internship program. Prospective interns are required to follow the steps outlined below:

- a. *HR Department shall publish procedure of applications for internship or project on the official GMB website (as per Annexure-I) along with the copy of the SOP.*
- b. **Submission of Applications:** All applicants must submit their applications using the **prescribed format** provided in **Annexure-II**, which ensures uniformity in the application process and allows GMB to systematically assess the qualifications and preferences of candidates. The application must be accompanied by the following essential documents:
- c. A detailed **Curriculum Vitae (CV)** outlining the applicant's academic background, relevant experience, and any previous internships or projects.

- d. **"No Objection" Certificate (NOC)** issued by the applicant's educational institution. This letter must be on the institution's official letterhead and should clearly state that the institution has no objection to the applicant undertaking an internship at GMB for the specified period. The NOC (format as attached as Annexure-III) ensures that the internship does not interfere with the applicant's academic commitments and affirms institutional support for their participation in the program.
- e. **Specification of Areas of Interest:** Applicants must clearly indicate their **areas of interest** within their application, aligning with the various Departments and functional areas of GMB. This may include maritime management, shipping, logistics, port infrastructure, legal studies, environmental management, finance, or other maritime-related fields. Applicants are strongly encouraged to review the GMB website to gain a thorough understanding of the Board's operations and identify the Departments where they would prefer to undertake their internship. Specifying areas of interest allows GMB to match interns with suitable departments, maximizing both learning outcomes for the interns and their contribution to GMB's projects.
- f. **Application Submission Timeline:** Applications must be submitted **30 days prior** to the desired start date of the internship. This lead time is essential to ensure proper screening, evaluation, and placement of candidates. The 30-day period allows GMB to:
  - i. Review and verify the applicant's credentials.
  - ii. Communicate with the relevant departments and Heads of Departments (HoDs) to determine the availability of projects and supervisory staff.
  - iii. Notify selected applicants in a timely manner so they can make the necessary arrangements.
- g. **Method of Submission:** Applications, along with the required supporting documents (CV and NOC), may be submitted to the **HR Department** via either email or registered post. The HR Department serves as the nodal department for the internship program and ensures that all applications are properly documented and processed. The email and postal addresses will be provided on GMB's official website to facilitate submission.
- h. **Screening and Departmental Approval:** Upon receipt of the applications, the HR Department will forward them to the relevant GMB Departments for

consideration. Each Department will review the applications based on its current project needs and the qualifications of the applicants. The **Head of the Department (HoD)** of the respective Department will assess whether the intern's skills and interests align with ongoing projects or future initiatives. Upon obtaining the HoD's **consent to engage an intern**, the HR Department will proceed with the selection process. If the application is **rejected** by the Department due to non-requirement or lack of alignment with ongoing projects, the applicant will be **informed of the decision** in writing.

- i. **Notification of Selection:** Applicants who have been selected for the internship will be **notified** by the HR Department via email or registered post. The notification will include details about the Department they will be assigned to, the name of the supervising officer, the start date, and any additional requirements they need to fulfill before joining (e.g., declaration of secrecy or submission of additional documents). In the case of non-selection, applicants will also be informed in writing, along with reasons if applicable, to maintain transparency and ensure applicants are aware of the selection criteria.

#### **6. Conditions for Interns or students engaged for any project:**

All interns participating in the Gujarat Maritime Board (GMB) Internship Program must comply with the following conditions throughout the duration of their internship. These conditions are designed to ensure professional conduct, maintain operational efficiency, and safeguard GMB's interests.

- a. Interns are required to strictly adhere to the rules, regulations, and policies of GMB. This includes compliance with GMB's office hours, professional code of conduct, and any other internal policies that govern the organization.
- b. Interns are expected to maintain regular attendance and adhere to the working hours of GMB, which are typically from 10:30 AM to 06:10 PM. Any absences or deviations from the scheduled work hours must be pre-approved by the assigned supervisor.
- c. Interns must record their daily attendance in the attendance register maintained by the respective department. A consistent record of attendance is mandatory for the issuance of a completion certificate.
- d. GMB reserves the right to terminate the internship with **one month's notice** in cases of unsatisfactory performance, breach of confidentiality, or violations of

any internal rules. The decision of GMB in such matters shall be final and binding.

- e. Interns shall not disclose any information related to GMB's projects, operational strategies, or any other proprietary data to third parties without prior written consent from GMB. This condition extends beyond the conclusion of the internship and remains enforceable post-internship.
  - f. Interns are expected to produce original work during their internship. Any reports, analyses, or projects completed must reflect the intern's own contributions. Plagiarism or misrepresentation of work will result in the immediate termination of the internship.
  - g. Interns must submit weekly progress reports (in the format prescribed in Annexure-IV) to their assigned supervisor. A **final report** must be submitted at the end of the internship, summarizing their work and contributions. This final report will be evaluated by the Head of the Department (HoD) as a condition for the issuance of the internship completion certificate (attached as Annexure-V)
  - h. Should an intern wish to voluntarily terminate their internship before the scheduled end date, they are required to submit a **written request** to their supervisor at least **two weeks in advance**. Early termination may result in ineligibility for the completion certificate, depending on the circumstances.
7. **Financial Considerations:** Interns will not be provided any financial assistance or stipend during the internship. The internship is purely for academic and professional development purposes. However, Interns will be eligible for **reimbursement** of travel, accommodation and food expenses on actual incurred in the course of official work assignments out of the headquarters.
8. Interns are expected to follow all health and safety regulations applicable to GMB's offices and port operations. This includes wearing any necessary safety gear when required, and adhering to GMB's safety protocols while on-site. GMB will not be held responsible for any injuries or accidents that occur during the course of the internship. Interns are advised to have appropriate health insurance coverage for the duration of their internship.
9. The internship is a time-bound, academic training program and does not guarantee or constitute any form of employment with GMB. Interns should not expect any job offers or employment commitments from GMB at the conclusion of the internship.

10. Upon completion or termination of the internship, interns are required to return all GMB-owned documents, materials, and equipment. Interns must ensure that no GMB documents, whether in hard copy or digital format, are retained after the internship.
11. The Vice Chairman & Chief Executive Officer (VC&CEO) of the Gujarat Maritime Board is hereby authorized to modify, amend, or update the Standard Operating Procedures (SOP) as deemed necessary. Such modifications shall be communicated and published as appropriate to ensure adherence to the latest procedures.

## Application Form

### Application for Internship at Gujarat Maritime Board (GMB)

1. Full Name (Mr./Ms.): \_\_\_\_\_
2. Father's/Mother's Name: \_\_\_\_\_
3. Date of Birth (dd/mm/yyyy): \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_
5. Contact Details (Phone & Email): \_\_\_\_\_
6. Aadhaar Number: \_\_\_\_\_
7. Educational Qualifications:
  - Exam: \_\_\_\_\_
  - Year of Passing: \_\_\_\_\_
  - University/Institute: \_\_\_\_\_
  - Marks Obtained (%): \_\_\_\_\_
8. Field of Study: \_\_\_\_\_
9. Previous Internships/Projects (if any): \_\_\_\_\_
10. Brief description of the subject/purpose of the current research (For Research Students only): \_\_\_\_\_
11. Area of Interest (Specify preferred GMB Department):
  - 1st Preference: \_\_\_\_\_
  - 2nd Preference: \_\_\_\_\_
  - 3rd Preference: \_\_\_\_\_
12. Preferred Duration of Internship (1-6 months): \_\_\_\_\_
13. Preferred Location (Head Office/Port Office): \_\_\_\_\_
14. Reason for Applying (max 100 words): \_\_\_\_\_
15. **No Objection Certificate** from Institution (To be attached)
16. Names of two References from the present or last attended Institute:
  - Name & Designation: \_\_\_\_\_
  - Contact Information: \_\_\_\_\_
17. I certify that the above information is true to the best of my knowledge and belief.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**No Objection Certificate (NOC) Format**

(On Institution Letterhead)

**Date:** \_\_\_\_\_

To,  
The HR Department,  
Gujarat Maritime Board (GMB),  
[Address]

Subject: **No Objection Certificate for Internship**

Dear Sir/Madam,

This is to certify that Mr./Ms. \_\_\_\_\_ (Full Name), a student of \_\_\_\_\_ (Course/Program), currently enrolled in the \_\_\_\_\_ year at \_\_\_\_\_ (University/Institute), is permitted to undertake an internship at Gujarat Maritime Board (GMB) for the period from \_\_\_\_\_ to \_\_\_\_\_.

The institution has no objection to Mr./Ms. \_\_\_\_\_ participating in the GMB Internship Program and confirms that this internship will not interfere with their academic requirements. We also confirm that the undersigned is not below the rank of Associate Professor and authorized to sign this certificate.

We wish Mr./Ms. \_\_\_\_\_ all the best for the internship.

Thank you.

Yours sincerely,

**(Name & Designation)**

**Associate Professor or Higher**

[Signature and Seal of the Institution]

[Institution Address]

[Contact Information]

**Weekly Review Format**

**Weekly Report Format for GMB Internship**

1. Intern's Name: \_\_\_\_\_
2. Internship Period (From dd/mm/yyyy to dd/mm/yyyy):  
\_\_\_\_\_
3. Department: \_\_\_\_\_
4. Week No.: \_\_\_\_\_

Day	Date	Work Done	Supervising Officer's Signature
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

5. Progress/Action Taken for the Week: \_\_\_\_\_
6. Learning Outcomes: \_\_\_\_\_
7. Plan for the Next Week: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

**Internship Completion Certificate**

**To Whomsoever It May Concern,**

This is to certify that Mr./Ms. \_\_\_\_\_ (Full Name), a student of \_\_\_\_\_ (University/Institute), has successfully completed an internship at Gujarat Maritime Board (GMB) from **[Start Date]** to **[End Date]**. During this period, he/she worked under the **[Name of Department]**, contributing to the following projects:

1. \_\_\_\_\_
2. \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ has demonstrated competence, dedication, and professionalism in carrying out all assigned tasks and responsibilities. We commend his/her contribution to the projects and wish him/her all the best in future endeavors.

**[Signature of the HoD]**

**[Department Name]**

**Date:** \_\_\_\_\_