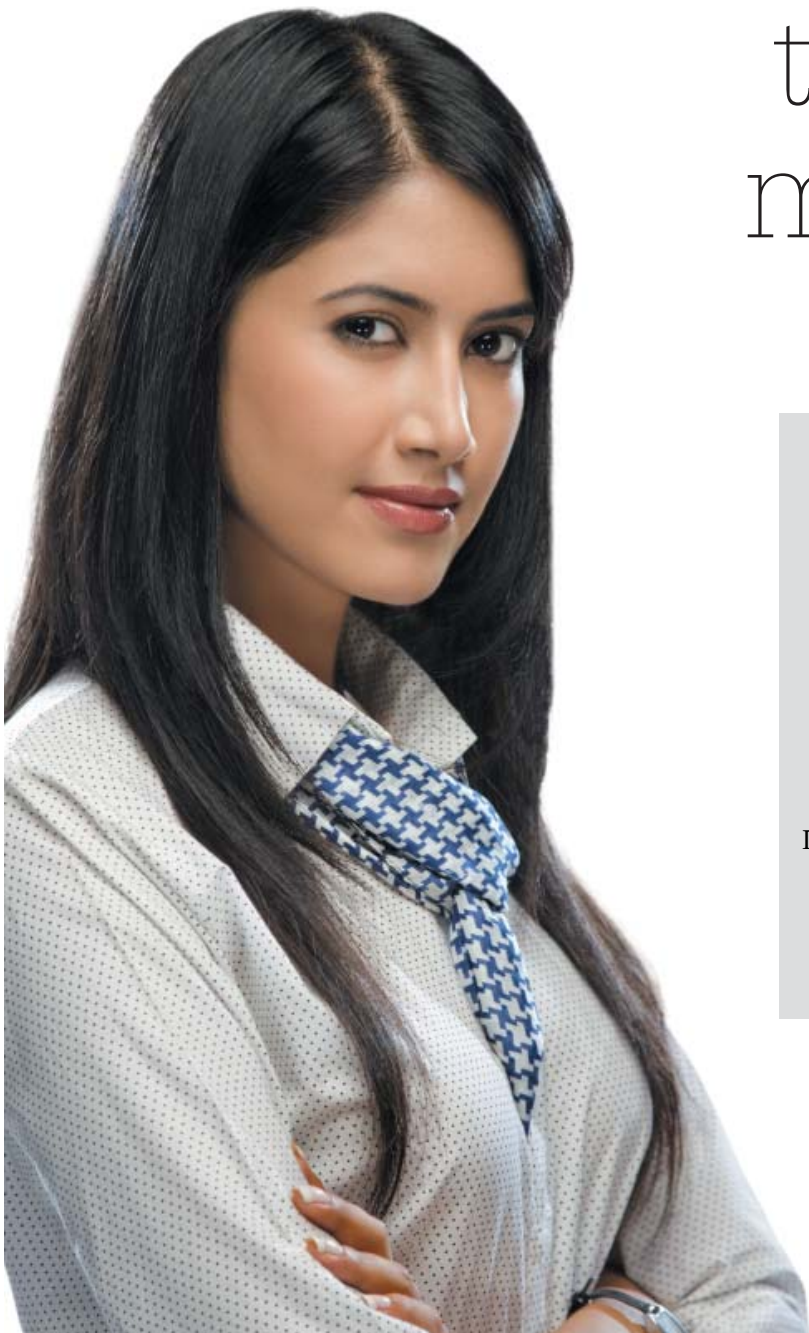


“I am ready
to resume
my career”



Highlights

Internship Programme for Women Professional

•
Attractive project stipend up to Rs. 4 lakhs

•
Flexi-time 'Live' business projects
in Mumbai & Bengaluru

•
Project presentation to Tata Team

•
Management Development
Programme conducted by Tata Management
Training Centre

•
HR helpline during the programme

•
Work certificate

About SCIP

- Begun in June 2008, Tata SCIP is a career transition management programme for professionals.
- Tata SCIP is not a job. It is an intermediary programme aimed at developing alternative talent pools in traditional/non-traditional formats and facilitating career transitions.
- Tata SCIP II, once again focuses on women professionals who have taken a career break but offers an extended opportunity in terms of professional categories.
- Tata Group companies provide live business projects covering approximately 500 hours engagement spread over 6 months on a flexi time basis.
- There is no placement guarantee at the end of the project. However, the women professionals have the option of exploring full-time employment on mutually acceptable terms with the respective Group Company.
- SCIP projects are allotted based on the area of expertise of the applicant, following a rigorous selection process that is completed in 60 days.
- The project remuneration will be 4 Lakhs for 500 hours, divided into monthly payouts (taxes as applicable).
- Flexi-time delivery with defined core hours on-site.
- Induction & management development programme conducted by Tata Management Training Centre.
- Appointment of individual Mentor-Guide.
- HR helpline during the programme.

Who can Apply

Currently the Second Career Initiative is for women professionals who have worked for a minimum of four continuous years in any of the domain areas listed below, prior to taking a career break of 1-8 years.

Domain Areas

- a. Marketing
- b. Sales
- c. Advertising/ Communications
- d. Human Resource Management
- e. Finance / Accounting
- f. Legal
- g. Manufacturing
- h. Engineering
- i. IT
- j. Corporate Planning
- k. Hospitality
- l. Retail
- m. CSR
- n. Other Corporate Functions

Criteria 1 - Qualification:

All women professionals with professional, post graduation or equivalent technical qualifications in any of the above mentioned domain areas with at least four years continuous working experience.

Criteria 2 - Current Residence:

SCIP II is available only to women professionals residing in Mumbai and Bengaluru region.

Criteria 3 - Work Experience:

Currently, SCIP is available only to women who have a work experience of four continuous years or more in the specified domain areas.

Criteria 4 - Career Break:

SCIP II is open to women professionals who have taken a continuous career break of 1-8 years and have not functioned in a remunerative capacity during that time.

Tata Group reserves the right to revise / relax the above criteria.

SCIP Terms

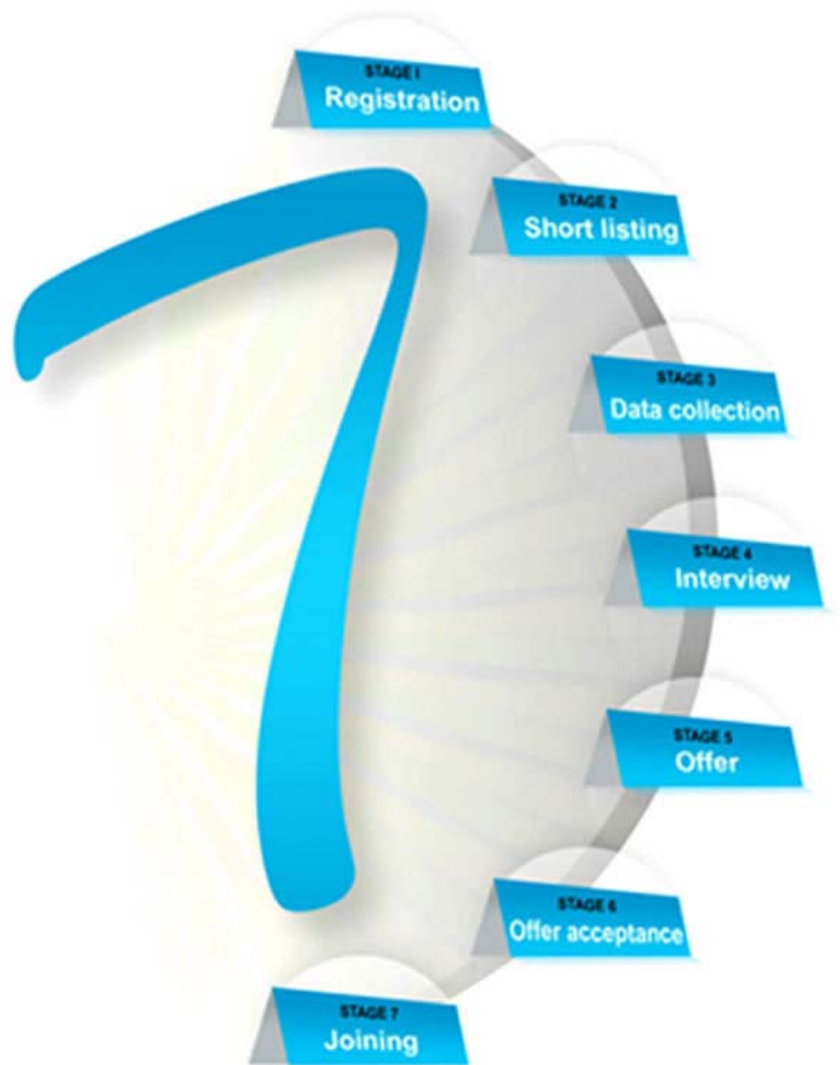
- 1. Project duration:** Projects will involve 500 hours of engagement spread over 6 months on a flexi-time model with a defined number of core hours on-site as agreed upon between the Guide and Intern.
- 2. Type of Projects:** Projects will be around LIVE business issues and will be offered by select Tata Group companies in one of the listed domain areas.
- 3. Mentor-Project Guide:** Women professionals selected for SCIP projects will have the opportunity of working with some of the best TATA managers who will function as Mentor-Guides till the end of the project.
- 4. Project stipend:** The selected SCIP professional will be paid a project stipend of Rs. 4 Lakhs for the entire project. The remuneration will be divided into monthly payouts and the appropriate tax will be deducted at source
- 5. Ownership of Project IP:** Intellectual Property (IP) arising out of the project will be the property of the Tata Group.
- 6. Project Location:** Currently, SCIP projects will be available in Mumbai and Bengaluru with Tata Group Companies.

SCIP Terms

- 7. Management Development:** The women professionals selected for SCIP II will undergo an induction and development programme conducted by the Tata Management Training Centre.
- 8. Finalization of Projects:** SCIP projects will be offered by select Tata Group Companies. Final allotment of projects will be done by the SCIP TATA panel, whose decision will be final. Selected professionals will be given the opportunity to discuss the allotted project before acceptance of the offer of a proposition on the programme.
- 9. Project presentation to TATA leadership:** All SCIP professionals will have the opportunity to present their projects to a select Tata Management Team at the end of the project.
- 10. HR Helpline during the project:** A dedicated HR helpline will be available for the entire duration of the project to all those inducted into the Programme.
- 11. Work/Project Certificate:** All SCIP professionals who complete the project satisfactorily will be given a work/ project certificate by the Tata Group.
- 12. Other Terms & Conditions:** The detailed Terms & Conditions of engagement will be attached to the SCIP Offer Letter.

Tata Group has created a dedicated Tata Second Career Internship Programme (SCIP) team to ensure a timely and transparent selection process. The selection process will be in multi-stages as under. It is expected to be completed within 60 days of the registration closure.

Selection Process



After SCIP II

The SCIP Internship is intended to help women professionals who have taken a career break to transition back to a full-time career.

The Tata Group does not guarantee a full-time job to the SCIP interns. But, both the Project Guides and the Interns will have the option to explore further employment opportunities on mutually acceptable terms.

Programme Stages

- Candidate selection process
- Induction programme for candidates and guides
- Commencement of projects
- Mid-term review
- End-term project presentation

SCIPies' Experience

"As a programme we couldn't have asked for more. I update my guide on a regular basis and go to office as required"

Chandini Sehgal
MBA
Project with Tata Capital

"My guide allows me to work from home and I go to office as required only. I have been okay with this because with growing twins I am finding home front challenging. I would want to continue in the present mode post SCIP and my guide is also agreeable to this"

Shradha Vasudevan
PGDM
Project with Rallis India



Press Room

Tata launch Second Career option for women, 6 March 2008

<http://www.business-standard.com/india/storypage.php?autono=317008>

**Tata Group announces Second Career Internship Programme,
8 March 2008**

<http://news.webindia123.com/news/Articles/India/20080308/903307.html>

Tata offers Second Career for women professionals, March 2008

<http://newshopper.sulekha.com/newsitem/2008/03/tata-offers-second-career-for-women-professionals.htm>

Say "Tata" not goodbye April 2008

http://in.news.yahoo.com/hindustantimes/20080406/r_t_ht_nl_features/tnl-say-tata-not-goodbye6b6720b.html

FAQ's

1. About the Criteria - Who can apply?

Gender

I am a male. Can I apply? Why is this programme restricted only to women?

The Tata Group is an equal opportunity employer. SCIP is a career transition programme. The modules offered currently are for women who have taken a break due to family reasons. Other modules of the Programme are being developed for different segments across genders. If you are male and interested in pursuing a career with the Tata Group, please visit www.tata.com to check out other career opportunities.

Location

Why are you restricting the projects to residents of Mumbai and Bengaluru?

Why can't people from other cities apply? I am not from Mumbai. Can I register/apply?

SCIP II is open only to candidates who are currently residing in Mumbai and Bengaluru or planning to move to these places. The internship is restricted to these areas as the projects available are concentrated in these locations. We may consider expanding to other areas for the next phase of the programme. If you are interested in pursuing a career with the Tata Group, please visit www.tata.com.

FAQ's

Career Break

What is the minimum period for the career break?

SCIP is aimed at women who have taken at least a year continuous break. Please proceed to apply at www.tatasecondcareer.com

I have more than 4 years of work experience, but have not taken a break. Can I apply?

SCIP is specifically for those who have taken a break. If you are interested in a career with the Tata Group, please visit www.tata.com to check out other career opportunities.

What is the maximum period for the career break?

Currently eight years is the maximum period for career break. In exceptional cases this criteria may be relaxed.

I have a career break of more than 8 years. Can I apply?

Due to the nature of SCIP projects and the level of engagement required, the first phase of the programme is open only to women who have taken a career break ranging between 1 and 8 years. However, in exceptional cases this criterion may be relaxed.

Age limit

I am over 50 and am keen to do a project with TATA. Can I apply? Is there a maximum age limit to apply?

Currently the Programme has an upper age limit of 50 years. However, if you are interested in pursuing a career with the Tata Group, please view other opportunities at www.tata.com.

Work experience

What are the minimum years of work experience I need to have to apply? I have less than 4 years of work experience. Can I apply?

The programme is currently open only to women who have work experience of at least 4 continuous years or more in specific domain areas. If you are interested in pursuing a career with the Tata Group, please visit www.tata.com

FAQ's

Why are you restricting the projects to those with more than 4 years of work experience?

The expertise requirements of SCIP projects as well as the remuneration offered requires the minimum stipulated work experience.

I have worked in Government service. Can I apply?

Yes, if you have at least four years experience in the stipulated domain areas and 1-8 years continuous career break.

I have worked in the Public sector. Can I apply?

Yes, provided you meet the other criteria covering qualifications, experience duration, career break duration and place of residence. Please proceed to apply at www.tatasecondcareer.com.

Qualifications

Is there such opportunity for women who are not professionally qualified?

At the moment SCIP does not offer this.

What are the professional qualifications that I must have to apply?

All women professionals with professional, post graduation or equivalent technical qualifications in any of the following mentioned domain areas with atleast four years continuous working experience. a. Marketing b. Sales c. Advertising / Communications d. Human Resource Management e. Finance / Accounting f. Legal g. Manufacturing h. Engineering i. IT j. Corporate planning k. Hospitality l. Retail m. CSR n. Other corporate functions.

Why are you restricting the work areas?

The Tata Group Companies work in specific areas and hence the projects offered by them pertain to these work areas. All SCIPies are posted in professional projects.

I have a professional qualification in counseling / social work. Can I apply?

The Tata Group has benchmarked the area of CSR (Corporate Social Responsibility) in India. We are pleased to consider professionals in this domain.

FAQ's

2. About the Terms of SCIP Internship Programme

Overview

What is SCIP Internship?

SCIP is a new initiative by the Tata Group, which would like to benefit from the expertise of Women Professionals who opted to take a career break after some initial years of work. Tata group companies will provide 'Live' business projects of approximately 500 hours of engagement spread over 5-6 months on a flexi-time basis. The programme does not guarantee full-time employment at the end of the project. However, both the intern and the guide have the option of exploring full-time employment on mutually acceptable terms. Tata Group companies will offer projects, which can be completed in 5 to 6 months, across multiple expertise domain areas. SCIP II projects will be offered only in Mumbai and Bengaluru. Hence, residents of Mumbai and Bengaluru can apply. Interns selected for SCIP will get an attractive project stipend of Rs. 4 lakhs for the entire project duration in monthly installments, less applicable taxes. SCIP projects will be allotted based on the area of expertise of the woman applicant after a rigorous selection process that will be completed in 60 days. The selected professionals will also go through a short induction and management programme conducted by the Tata Management Training Centre.

I want to apply for a job at the Tata's right now without doing an internship. Can I apply?

If you are interested in pursuing a career with the Tata Group, please visit www.tata.com.

Duration

What is the duration of the internships?

SCIP projects will involve approximately 500 hours of engagement. These will be spread over 5-6 months on a flexi-time model with a defined number of core hours on-site at the office as decided mutually between the Intern and Guide.

FAQ's

What if the duration is inadequate? Can it be extended?

SCIP projects are designed for completion in 5-6 months. Hence, all the Interns are expected to finish the project within 500 hours.

Number of Internships

How many internships will be given right now? The number of internships will depend on the number of projects available and will be decided before the selection process begins. **Project Stipend**

What will be the project stipend paid per project?

Each SCIP Intern will be paid a project stipend of Rs.4 lakhs for the entire project. Appropriate tax deduction at source will be made before the stipend is paid.

Will the stipend be paid monthly?

The project stipend will be paid in monthly installments.

Is the stipend linked to performance?

The stipend is not linked directly with performance but with the completion of milestones. Performance will be a criterion while deciding on the availability of employment at the end of the project. **Tax**

Will the stipend be taxed?

Yes, appropriate tax deduction at source will be made before the stipend is paid. **Company & project choice**

Can we choose the company for the internships? Or will Tata Group decide? Can we choose the project? Or will the Tata Group decide?

The expertise of the applicant will be matched with the nature of the project offered by the Tata Group Company during the selection process. The Tata selection team, whose decision will be final, will do the final allotment of the project. All selected candidates will have the opportunity to discuss their project allocations and then decide whether to accept it or decline the offer to join the programme.

Can we get the complete details about the project before saying yes?

During the selection process short-listed applicants will have the opportunity to discuss the broad scope of the project and its goals. The details can be worked out with the project guide after acceptance of the offer.

FAQ's

What kind of projects are available?

Projects will be based on 'Live' business issues and will be offered by select Tata Group companies. Projects will be in some or all of the following domains, which is an illustrative list. Projects may also be given in other areas. For sample project please click [here](#)

Illustrative list of Project Domain Areas:

- | | |
|-------------------------------|------------------------------|
| a. Marketing | b. Sales |
| c. Advertising/Communications | d. Human Resource Management |
| e. Finance/Accounting | f. Legal |
| g. Manufacturing | h. Engineering |
| i. IT | j. Corporate planning |
| k. Hospitality | l. Retail |
| m.CSR | n. Other corporate functions |

Project team

How many people will be there in a single internship project?

SCIP projects are conceived as individual projects. Hence, each project will be allotted to one woman professional. There may however, be partnership projects when the delivery requires more than one person.

Can my friend and me jointly work on the project?

Each project will be allotted to an individual depending on the suitability of experience for the same. In rare cases there may be a partnership project but the partners will be decided by the SCIP panel only.

Bond

Will there be any bond attached to the internships?

No, there is no bond attached to SCIP. However, on acceptance of a place on the Programme, the Intern is required to sign a contract with Group HR. The Terms & Conditions are given to the candidate when the Offer is made.

FAQ's

Expenses

Will my travel expenses be reimbursed - from home to office?

The Project stipend is all inclusive except official expenses. Should you be required to travel on project work, these expenses will be paid to you.

Will my Internet expenses be reimbursed? Is there an expense limit? Internet expenses connected with the project will be reimbursed on actuals.

Laptop

Will I get a laptop?

Laptops will be made available on need basis that will be decided by the project guide.

3. Five-day week?

Will it be a 5-day week during the internship period?

Will we have to work 5 days or 6 days a week during the internships?

Projects will require approximately 500 hours of engagement. This will be spread over 5-6 months on a flexi-time model. The working days and the working hours will be mutually decided between the project guide and the intern.

Timing

What will be the timing during internships?

The working days and the working hours will be mutually decided between the project guide and the Intern.

Flexi-timing

How flexible can the flexi timing be? Can I work most of the time from my home?

The programme requires 500 hours of engagement spread over 5-6 months. However, this is open to discussion and decision between the Guide and Intern. The working days and the working hours will be mutually decided.

FAQ's

Break during project

Can I take a break during the internship?

Projects will require approximately 500 hours of engagement. This will be spread over 5-6 months on a flexi-time model. Extended breaks are not envisaged during the internship.

Training

Will we get any kind of training before we start the project?

All professionals selected for SCIP will undergo a short duration induction and management development programme conducted by the Tata Management Training Centre (TMTTC).

4. How to register?

How do I apply or register?

All applicants to SCIP are required to register online at www.tatasecondcareer.com along with their CV. However, applicants seeking clarifications can contact a call centre set up exclusively for SCIP on Telephone No. 040-66306100 between 9 am to 8 pm - 'Monday to Sunday'.

Applicants are also encouraged to SMS "tsc" to 56677 or e-mail to scip@cnkrpo.com for an e-booklet on the programme.

Can I ask my friend also to apply?

Yes, you can.

Email CV

Can I send my CV by Email?

No. All email respondents will receive an e-booklet on the Tata Second Career Internship Programme. All applicants to SCIP are required to register online at www.tatasecondcareer.com along with their CV.

FAQ's

Registration problems

Who do I call if I have some problems in registering online?

Please send an email to scip-issues@cnkrpo.com or call our dedicated call centre at 040-66306100 from 9 am - 8 pm, Monday to Sunday. We will respond immediately to resolve your issues.

What can I do if I cannot access the Internet?

All applicants to the SCIP are required to register online at www.tatasecondcareer.com along with their CV. Hence, we request you to register online. No hard copies of CVs will be processed. If you have problems with online registration, please send an email to scip-issues@cnkrpo.com or call our dedicated call centre at 040-66306100. We will respond immediately to resolve your issues.

What do I need to have to fill up registration form?

1. You must choose a Project Code (for the area in which you are most suitable). You MUST HAVE the Professional Qualification mentioned against each project code; otherwise, your application will be invalid.
2. You must have a softcopy of your CV (.doc / .pdf / .txt file) ready with you as you will require it to upload when you try to fill the form.

What should I remember while filling the application form?

1. Type your contact details data eg. Your email id and Cell number carefully and correctly. In case you happened to type it incorrectly, click on the RESET button to erase and then re-enter.
2. Verify your data before clicking on submit button.
3. Avoid clicking on BACK button of the browser.

FAQ's

5. About the Selection Process

What is the process

What is the interview process?

How many rounds of interview do I need to attend?

How long will the selection process take?

The Tata Group has created a Tata Second Career Internship Programme (SCIP) team to ensure a timely and transparent selection process. The shortlisting process has four stages including a telephonic discussion and a personal interview with the Tata selection panel. The entire process is expected to be completed within 60 days of the registration closure.

6. After Internship

Placement assurance

Is placement assured after the project?

The SCIP internships are intended to help women professionals who have taken a career break to transition back to a working mode. The Tata Group does not guarantee a full-time job to SCIP professionals. But, both the project guide and the woman professional will have the option to explore job opportunities on mutually acceptable terms at the end of the project.

Timing of placement

When will we know whether one is getting a permanent placement?

At the end of each project, companies assigning projects conduct a performance review. Later, a decision to extend full-time/part time/ assignment based placement is taken.

Flexi-timing during final placement

Will we have flexi timings during permanent placement?

The decision to offer flexi work hours is solely at the discretion of the company offering the final placement.

FAQ's

Company for final placement

Will the company in which we do the project absorb us?

While the Tata Group does not guarantee a full-time job to the SCIP professionals, both the project guide and the woman professional will have the option to explore a full-time job at the end of the project.

Change of company

Can I work for a company different from the company where I do the internship?

The intention of Tata Second Career Internship Programme is to create a platform for women professionals to hone their business skills. After the programme, you are free to work for any company of your choice.

Certificate

Will we get a certificate at the end of the project?

Yes, the Tata Group will award work/project certificates to all SCIP professionals completing the project satisfactorily.

Will we get a certificate even if we are unable to complete the project?

Project completion Certificates are awarded only to participants who successfully complete the projects.

Salary during final placement

What salary can we expect if we get a full-time employment opportunity with TATA?

The amount of salary offered is something that the Company offering full-time employment will decide upon. The same will be discussed with you while extending the offer.

FAQ's

Growth opportunities

What is the growth opportunity in TATA if I get a full-time employment opportunity after the internship?

Careers with Tata offer immense growth opportunities. You can grow within a function to become a specialist. Or move across functions. Or move into any of the 96 Tata companies spread across 6 continents.

Relevance of Project to joining Tata

Is a project mandatory for me to get a job at the Tata Group?

No, it is not. If you are interested in pursuing a career in the Tata Group, please visit www.tata.com

Will I get preference for a full-time opportunity with Tata at a later date?

Each case is evaluated based on your competency and fitment for the role. However, a candidate who has undergone Tata Second Career Internship Programme is expected to perform better in the assessment process.

Contact Us

Contact TATA Second Career Team at: Tel: (040) 66306100 between 9 am and 8 pm – all days of the week

e-mail: scip@cnkrpo.com

Websites: www.tatasecondcareer.com or www.tata.com

For queries about SCIP e-Mail to: scip-queries@cnkrpo.com