



# **CLERKS OF PARLIAMENT AND INTERNSHIP PROGRAMS OF THE SENATE SECRETARIAT**







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## **PREFACE**

Notwithstanding the misperceptions about deteriorating abilities, knowledge and capabilities of the upcoming generation, socio-economic development and progression of mankind is a clear proof that each coming generation is better than those at helm of the affairs at a particular time. Interaction with the youth and a deeper look at their work and contributions, seen from contemporary and emerging perspectives, trends, requirements and technologies, prove how misperceived such conceptions are.

Another set of misperceptions is about the elected political democratic institutions and general lack of trust in the parliamentary institutions. In this backdrop connecting or engaging youth with the Parliament becomes an essential requirement which had been overlooked in the past or been done in an ad-hoc manner funded by donor internship attachment programs.

It is for the first time that Senate of Pakistan has started its own conceived, funded and implemented program for the youth of the country both for the purpose of giving an opportunity to them to better understand Parliament as well as to benefit from the new ideas, knowledge, passion and energy of the youth for Senate's Human Resource requirements. For the short term internships, MOUs were signed in December 2015 initially with eight Islamabad based universities that included Air University, International Islamic University, NDU, NUML, NUST, PIDE, Quaid-i-Azam University and Riphah International University. In July 2016, MOUs have been signed with four additional universities that include Bahria University, Federal Urdu University, SZABIST Islamabad and Shaheed Benazir Bhutto Women University Peshawar, whereby 46 Interns had worked

with the Parliament from January to July and another batch will join from 3<sup>rd</sup> week of August till December, 2016.

However, highly important and of lasting value is the Senate's Clerks Program which is first of its kind for any parliamentary institution in Pakistan but is in vogue in other Parliaments of the world as well as courts. This dual purpose initiative is a flagship program of the Senate Secretariat on which I am relying heavily to bring a paradigm shift in Human Resource of the Senate for effective support to House, Committees and Members in the short, medium and long run.

This program is being documented here for the purpose of better understanding within Secretariat, among Senators, Committees as well as Trainers which are going to impart class rooms as well as hands-on training and exposure to these Clerks. This is an evolving program and input / feedback would be welcomed.

**(AMJED PERVEZ MALIK)**  
Secretary

**CLERKS OF PARLIAMENT  
PROGRAM**



The Parliamentary internship schemes/programs are in practice in many countries including United Kingdom, Canada and India. These programs vary in orientation and design however common objectives include broadening of access to parliament, introducing university students/graduates to key aspects of parliamentary working, building public knowledge of parliament by conducting and disseminating research, and acquiring new ideas and skills that the interns bring with them. Some of these programs also have inbuilt procedure for retention of interns for permanent jobs in the Parliament.

In Pakistan there is no formal parliamentary internship program with procedure for retention of interns on permanent jobs. Although both the Houses of Parliament may accept interns for specific time period on allocation from the Prime Minister's Youth Training Scheme, (Formerly National Internship Program) or a project, neither the selection of such interns is based on their interest in parliamentary practices nor is the allocation meant to prepare them for potential careers in the Parliament. The donor funded internships are by design and default temporary without considerations of sustainability or HR needs of Secretariats.

Alongside PM Youth Training Program, Pakistan Institute for the Parliamentary Services (PIPS) also administers a one-year internship program wherein interns are afforded an opportunity to learn first-hand the work of the National Parliament and the complexity of policy-making. The interns carry out research to respond to requests from parliamentarians, committees and departments; participate in committees work as part of the research team directly assisting a parliamentary committee; prepare studies on public policy topics relevant to parliamentarians; and provide support in organizing meetings. Some of the PIPS interns have recently been assigned to the Senate of Pakistan for gaining practical

exposure to Senate's working.

The new Internship and Clerks of Parliament Programs being launched by Senate of Pakistan aim to capitalize upon the knowledge and skills of university graduates as well as current students to meet its long term and short term human resource needs, by launching an internship program with two sub components, designed for each of the two requirements specifically:

- i. A longer duration (one and a half years) internship program titled “Clerks of the Parliament Program” for university graduates whereby interns would be assigned to Legislation, HRM, Finance, ICT, Research and other Branches of the Secretariat, who may be considered and evaluated for permanent positions in the Senate Secretariat on successful completion of Internship; and
- ii. A shorter duration “Senate Internship Program” for university students which is only meant to give the interns practical work experience at the Senate of Pakistan and at the same time supplement the research work of the Senate Standing Committees.

The Clerks of the Parliament Program would help improve human resource profile of the Senate Secretariat. It will serve as a means of inducting graduates who are not just looking for a job but are interested in the working for the Parliament, possess sound academic knowledge and modern day skills. It will also be a mechanism for matching interns' skills with specific requirements of the Secretariat leading to 'right person on the right job' scenario. Salient features of the proposed “Clerks of the Parliament Program” will be as under:-

- i. Interns under this program would be called “Clerks of the Parliament.”
- ii. Applications will be invited through National Press/web announcement from candidates with 16 years or higher education, possessing degrees in relevant fields recognized by the Higher Education Commission. In order to

satisfy rules requirement for probable permanent retention of intern(s) at the end of their internship, the advertisement / announcement would mention that interns may be considered for appointment against permanent positions at the end of internship subject to completion of all requirements for such an appointment i.e. availability of posts, annual written test, performance evaluation report, qualifying a final examination and approval of the Competent Authority.

- iii. May be open for individuals between the ages of 22 to 33 years.
- iv. Preferred academic disciplines may be Law, Political Science, International Relations, Public Administration, Economics/Finance, Computer Science/IT, Media, Linguistics and any other disciplines as may, from time to time, be required.
- v. Minimum requirements would be 3.4/4 CGPA or 65% marks in annual exams.
- vi. Provincial and other quotas will be observed.
- vii. Span of internship may be for a period of one and half years.
- viii. One batch of interns may be inducted each one and a half years.
- ix. Number of interns may be 20 to begin with, which may be reviewed and revised in due course.
- x. The monthly stipend for Clerks of the Parliament will be Rs.60,000/- per month
- xi. There will be a 10% increase in the internship stipend at the end of first year of internship, unless there is adverse evaluation/performance of a Clerk.
- xii. A Selection Committee (SC) would be constituted to devise a transparent competitive selection process and quantified performance evaluation report for the Clerks.
- xiii. Selection of interns will be done through a process involving a written test

by an external agency (IBA), content and method of which will be decided from time to time, followed by interview of candidates who qualify the written test. SC will oversee the selection process, assess suitability of the candidates and make recommendations to the Competent Authority for selection.

- xiv. All procedural protocols for hiring of regular employees, such as security clearance etc., will also be followed in induction of Clerks.
- xv. A waiting list would be prepared at the induction of each batch of Clerks, comprising of at least half as many alternate candidates as principal candidates.

### **Tentative outline and procedure of the Clerks of the Parliament Program will be as under:-**

- i. Internship will commence from one-month training/orientation program to be held at Pakistan Institute for Parliamentary Services (PIPS). The training/orientation would equip the interns with required knowledge of functions of the Senate, and procedures to discharge those functions. IBA Karachi will develop the curriculum and other aspects of the training/orientation with approval of the Chairman Senate. IBA will also conduct/administer the training.
- ii. Office space for sitting of the Clerks in each of the branch/office indicated in the assignment plan will be identified and earmarked by the Administration Branch ahead of the joining of Clerks.
- iii. All Clerks and short term interns will have to wear prescribed uniform to be provided by the Administration Branch, and remain clean, tidy and decorous in the office. Acceptance to wearing uniform will be taken from Clerks/interns in the initial terms & conditions.
- iv. All Clerks would be on probation for the first two months i.e. one month

during training/orientation plus one month after the training/orientation. Those who satisfactorily complete the probation period would be given internship contracts for remaining 16 months. The others would be discharged and given two-month internship certificates.

- v. The Clerks will be advised at the beginning of their joining that they will be judged and evaluated on the basis of appearance, punctuality, courteousness, discipline and output.
- vi. In order to give Clerks comprehensive understanding of the work of Senate Secretariat, they will be given assignments in multiple offices/branches. Detailed assignment plan and job description is given on page-15.
- vii. Job description of each Clerk would be conveyed to the officer(s) in-charge and the Clerk at the time of assigning him/her to a section/branch.
- viii. Officers/officials of the Senate Secretariat, with whom the Clerks are to be attached, will be apprised that the Clerks are not their replacement rather they will be here to learn, so that there is not friction/resistance from them towards the Clerks.
- ix. Joint Secretary or Director General/Director in-charge of a branch/cell/office will personally monitor the Clerk during short and main attachments, and ensure that information about all functions of the branch/cell/office is given to the Clerk during the short attachment in order to fully prepare them for making meaningful contributions on official files during main attachment.
- x. In the beginning of last four months of their internship period, Clerks may be given the option to submit applications for appointment against permanent jobs in the Senate Secretariat, making it clear, however, that option to submit applications for appointment will not create right of the applicant for a permanent appointment.

- xi. A final examination of Clerks, who submit applications for permanent jobs, may be conducted. Such exams would be specific to vacancies that are to be filled at that point.
- xii. SC will prepare a report encompassing the performance of each Clerk during the one and a half years period, and make recommendations as to suitability of the Clerk for retention in the Senate Secretariat for a permanent job on the basis of quantified objective criteria.
- xiii. Internship completion certificates will be issued on successful completion to those who are not retained.



## SENATE OF PAKISTAN

### Clerks of the Parliament Program



***Do you want to work at the Upper House of the Parliament? Are you interested in gaining hands-on experience of how legislation is done and how the House of Federation functions? How about having direct interaction with elected representatives?***

Senate of Pakistan is offering opportunities to individuals, having 16-year or more education, for paid internships under "Clerks of the Parliament" Program. Selected candidates will get a lifetime experience of working at the Senate of Pakistan while they can make vital contributions with the knowledge & fresh ideas they bring.

Shortlisted candidates will appear in an MCQ and essay test to be conducted by IBA Karachi. Test centers will be in Karachi and Islamabad. IBA test will be one generalized paper for all candidates and include sections on English, General Knowledge, Current Affairs, Pakistan Affairs & History. Candidates who qualify the written test will be called for interview in the Senate. After competitive selection, 'Clerks' will be on probation for first two months. A sixteen-month contract will be offered on satisfactory performance in the initial two months of probation. On successful completion of entire one and a half years' internship, interested 'Clerks' may be considered for appointment against permanent posts subject to availability of posts, performance-based-merit and suitability to be determined through final test/interview at the completion of internship period. Option of consideration for appointment will not, however, in any way, create right of the 'Clerk' for a permanent appointment.

Position	Eligibility	Preferred Disciplines	Age	Stipend	Domicile	Nos.
Clerk of the Parliament	16 years of education from HEC accredited institutions. Applicants with higher qualifications are welcome to apply.	Law, Political Science, Public/ Business Administration, International Relations, Economics/ Finance, Computer Science/IT, Media, Social Sciences and English/ Linguistics.	22-31 years	Rs.60,000 per month, all inclusive.	Merit	2
					Punjab, including Islamabad	7
					South (Urban)	2
					South (Rural)	3
					K.P.K.	2
					Balochistan	3
					G.R./FATA	1
<b>TOTAL</b>	<b>20</b>					

#### **IMPORTANT INSTRUCTIONS TO NOTE:**

- (i) Of all positions, 10% are reserved for women, 5% for minorities and 2% for disabled persons.
- (ii) No TA/DA will be paid for the test/interview.
- (iii) Minimum grades requirement is 3-4/4 CGPA or 65% marks in annual examination system.
- (iv) Women are especially encouraged to apply.
- (v) Only shortlisted candidates will be called for test/interview.
- (vi) The deadline for submitting complete applications to the undersigned is within 15 days of the publication of the advertisement.
- (vii) Candidates are advised to apply on the prescribed proforma that can be downloaded from the Senate website [www.senate.gov.pk](http://www.senate.gov.pk). Also attach a CV (max. 2 pages) with the form.
- (viii) Incomplete applications and late submissions shall not be considered.
- (ix) Send your applications by courier to the undersigned. Clearly mention "Clerks Program" on the envelope.

**DISCLAIMER:** 18 months internship program does not constitute an employer-employee relationship and there is no obligation on the Senate Secretariat to offer regular employment to Clerks on completion of internship program.

**S. MUSSARRAT ABBAS**  
Additional Secretary (HRM/Administration)  
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## ASSIGNMENT PLAN AND JOB DESCRIPTION OF CLERKS OF THE PARLIAMENT

Since the Clerks could be considered for appointment against permanent jobs in the Senate Secretariat upon completion of internship period, their job description needs to be in line with their expected future responsibilities.

- All Clerks will be given maximum exposure to the working of Senate Secretariat therefore they will be given five short attachments (2<sup>nd</sup> to 6<sup>th</sup> month) and four long attachments (7<sup>th</sup> to 18<sup>th</sup> month) during the course of 17 months after one-month training at PIPS.
- Each of the five short assignments will be of one month. There will be four rotations at different tiers in each assignment i.e. one week at Branch Level (Assistant/Superintendent), one week with Section Officer/AD/DD, one week with Deputy Secretary/Director and one week with Joint Secretary/Director General.
- The purpose of short assignments will be to give basic understanding of the work.
- Short assignments will be given in the following branches/offices:
- Short assignments will be followed by four main assignments of three

1. Legislation = 2 Clerks	6. Service Branch = 1 Clerk
2. HRM and HRD = 2 Clerks	7. Administration Branch = 2 Clerks
3. Committees wing = 2 Clerks	8. Research, IT, Library, Media = 4 Clerks
4. IPR = 2 Clerks	9. Hansard = 2 Clerks
5. Cash, Finance & Accounts = 2 Clerks	

months each. During these assignments, Clerk of the Parliament (CoP) will work in the branch/cell like other officers. In a branch, superintendent will mark the file to CoP, who will mark it to the Section Officer after recording

his comments, if any. Similar file movement arrangement will also be adopted in other offices/cells.

- A Standing Order will be prepared by JS(L), giving legal authority to the CoPs for writing on official files.
- Main assignments will be given in the following branches/offices:
- During main assignments, each Clerk will also work as House Usher on

1. Legislation = 2+2 Clerks	5. Cash, Finance & Accounts = 2 Clerks
2. HRM and HRD = 2 Clerks	6. Research, IT, Library, Media = 4 Clerks
3. Committees wing = 2 + 2 Clerks	7. Hansard = 2 Clerks
4. IPR = 2 Clerks	

rotation basis, schedule and job description of which will be prepared by the Legislation Branch.

- At the end of each main assignment, an evaluation report on the Clerk will be prepared by the supervising officer concerned.

### **Job Description of the Clerks**

Function, role and job to be performed by Clerks will be clearly segregated into two stages i.e. short attachments and main attachments. The very purpose of short attachments is to give the Clerks maximum exposure to the working of branch/office where attached. Since the Clerks will be authorized to write on official files in the second stage i.e. main attachments, it is important that in the first stage they are made aware of each and every function performed by the respective branch/office, except of course secret matters or financial matters of classified nature.

The job description given below is primarily for the short attachment, with a view to giving the Clerks an idea of what are the key functions of each branch/cell/office in the Secretariat. The officers in-charge of the branches/cells/offices, however, shall not confine Clerks' orientation to these jobs only, rather also cover all and any functions not mentioned in this job description.

Since in the main attachment Clerks will write on official files, they will perform all functions, just like the officials/officers of the concerned branch/cell/office.

**1. Clerks Assigned to Legislation Wing**

- i. Study rules & regulations and acquire knowledge about the key functions of Legislation, Question and Motion branches and get acquainted with relevant Standing Orders.
- ii. Study and assist in preparation of House Journal, compilation of Chairman's directions on points of public importance and any actionable of each sitting.
- iii. Study and assist in preparing and putting up files for summoning, adjournment and prorogation of the Senate Sessions according to procedure.
- iv. Study and assist in preparing Orders of the Day and Agenda for sittings of the Senate in consultation with the Ministry of Parliamentary Affairs.
- v. Study and assist in examining Questions, Motions and Resolutions in the light of Rules of Procedure and Conduct of Business in the Senate, 2012, amending/re-drafting all notices of Questions, Motions and Resolutions and submitting the same to higher authorities.
- vi. Study and assist in preparation/issuance of lists of questions, motions and resolutions for each session of the Senate.
- vii. Study and assist in ballot of Private Members' Resolutions, Motions under Rule 218 and allotment of Rota days to Ministries/Divisions for answering their questions.
- viii. Study and assist in coordination with Ministries/ Divisions regarding their Questions/Replies Motions and Resolutions.
- ix. Study and assist in providing research based input for improvement of these function in line with international practices and use of modern ICT.

## **2. Clerks Assigned to Committees Wing**

- i. Study rules & regulations and acquire knowledge about the key functions of Committees and functions assigned to Committee branches/offices and get acquainted with relevant Standing Orders.
- ii. Assist in keeping liaison with Secretary Committee and Ministry concerned for various aspects of committee meetings.
- iii. Assist in necessary official correspondence for committee meetings and make meeting arrangements.
- iv. Study and assist the committees on matters relevant to Senate Rules of Procedure and Conduct of Business.
- v. Assist in record keeping of important matters being overseen by the Committee and assisting Secretary Committees in follow up of the same.
- vi. File work i.e. putting up and preparing cases, notices, correspondence etc.
- vii. Assist in disposal of pending business of the House referred to the Senate Committees in collaboration with Director Staff of the Chairpersons as well as Committee Branches.
- viii. Study and assist in coordination with different branches of Senate (Legislation, Motions and Questions), in connection with the Legislative Business such as Bills, Questions, Privilege Motions etc referred by the House.
- ix. To contribute with research based feedback and provide input on policy decisions when required by the higher authorities.
- x. Providing research based input for improvement of these functions with use of modern ICT.

## **3. Clerks Assigned to Administration Wing**

- i. Study rules & regulations and acquire knowledge about the key functions of work performed by branches/offices in the Administration wing and get acquainted with relevant Standing Orders.

- ii. Study and assist in various administrative tasks that include procurement, maintenance and disposal of furniture & fixture, plant & machinery, vehicles etc., billing, correspondence/ liaison with CDA and other agencies regarding new construction, if any, and maintenance of existing office premises, overseeing proper performance of scheduled and emergency maintenance works.
- iii. Giving input in preparation of guidelines for streamlining administrative processes, developing checklists, forms and proforma for procurement and maintenance events, drafting SOPs for all administrative actions.
- iv. Assisting in review of administrative processes in the light of rules & regulations and suggesting steps for compliance of all applicable rules and regulations.
- v. Dealing with matters of General administration \
- vi. Assist in correspondence regarding security matters of Parliament House.
- vii. Assist in coordinating with different agencies like PTA, NTC, PTCL and other organizations in connection with different matters.
- viii. Assist in arrangements in connection with sessions of the Senate.
- ix. Assist in arrangements for Lunches/Dinners.
- x. Providing research based input for improvement of these functions with use of modern ICT.

**4. Clerks Assigned to Cash, Finance & Accounts**

- i. Study rules & regulations and acquire knowledge about the key functions of Cash and Finance & Accounts branches and get acquainted with relevant Standing Orders.
- ii. Study and assist in preparation & submission of contingent bills to the AGPR, Islamabad for payment to the concerned firms, individuals etc and collection/delivery of cheques.
- iii. Study and assist in maintenance of budget control registers and preparation

of monthly expenditure for onward submission to the Finance Division.

- iv. Study and assist in maintenance of Cash Book. The cheque received from the AGPR Islamabad and disbursed thereof are recorded in the Cash Book.
- v. Study and assist in processing of Computer Change Statement regarding pay roll, updating of date, payment of arrears, deduction and recoveries from the employees.
- vi. Providing input on streamlining of processes in the two branches and ways for improvement through enhanced use of ICT.

#### **5. Clerks Assigned to HRM Wing**

- i. Study service rules & regulations and acquire knowledge about the key functions of HRM and HRD branches and get acquainted with relevant Standing Orders.
- ii. Study and assist in processing of HR cases while abiding by code of conduct and discipline, office procedure, Rules of Business and secretariat instructions
- iii. Study and assist in processing cases of appointments, promotions, disciplinary proceedings, trainings.
- iv. Providing research based input for streamlining vertical and horizontal chain of management to improve effectiveness and efficiency and reduce procedural delays.
- v. Assisting in carrying out training need assessment and formulating comprehensive training & development programs, including specific application of all such trainings on job responsibilities of an incumbent, for all tiers of human resource.
- vi. Doing research on national and international best practices in HR matters and contributing in developing a comprehensive HR manual.
- vii. Performing HRD functions, new ideas and concepts of HR development.
- viii. Study and assist in processing cases for creation/abolition of posts,

continuance of temporary posts, placing and posting on permanent posts.

- ix. Providing research based input for improvement of these functions in line with international practices and use of modern ICT.

**6. Clerks Assigned to Services Wing**

- i. Study rules & regulations and acquire knowledge about the key functions of Service branch and get acquainted with relevant Standing Orders.
- ii. Assist in payment of medical bills to the Senators/ex-Senators. (Province wise)
- iii. Assist in payment of Travel Vouchers/Cash Allowance to the Members of the Senate.
- iv. Assist in printing of Travel Vouchers from Pakistan Security Printing Corporation Ltd. Karachi.
- v. Assist in informing concerned Ministry/Offices for Security Arrangement for the Sessions of the Senate.
- vi. Assist in printing of OG-I/OG-II/Visitor/DVG Cards/Forms etc. from Printing Corporation of Pakistan, Islamabad.
- vii. Providing research based input for improvement of these functions in line with international practices and use of modern ICT.

**7. Clerks Assigned to IPR Wing/Protocol**

- I. Study rules & regulations and acquire knowledge about the key functions of IPR branches and get acquainted with relevant Standing Orders.
- ii. Contributing with research reports and country specific papers on policy options for enhancing multilateral and bilateral inter-parliamentary relations.
- iii. Contributing in development/updating of strategic backgrounders/briefs on IPU, CPA, APA and other multilateral forums as well as event-specific documents for Senate delegates to various conferences.
- iv. Assist in proper arrangements for incoming foreign delegates on bilateral

visits as well as multilateral conferences, including protocol duties.

- v. Study and assist in processing cases of membership of multilateral forums and continued liaison with these bodies.
- vi. Assist in arranging calls of different dignitaries on the Chairman. Liaison with Foreign Office for briefing about visitors.
- vii. Assist in making arrangements for Pakistan's Parliamentary delegations' foreign visits, maintaining effective liaison with counterparts in host countries.
- viii. Assist in making logistical arrangements timely relating to local, international and regional parliamentary conferences/seminars.
- ix. Study and assist in forming friendship groups with other Parliaments of the world.
- x. Providing research based input for improvement of these functions in line with international practices and use of modern ICT.

**8. Clerks Assigned to Research, IT, Library, Media**

- i. Study rules & regulations and acquire knowledge about the key functions of Research cell, IT cell and Senate Library and get acquainted with relevant Standing Orders.
- ii. Writing and editing articles and web content on assigned topics.
- iii. Preparing research papers, legislative briefs, backgrounders, country papers, comparative studies, preparation of speeches and talking points, and fact sheets.
- iv. Study and assist in preparing legislative briefs on bills and ordinances that are to be either introduced in the House or transmitted from the National Assembly.
- v. Study and assist in identifying, monitoring and reporting important developments at national and international levels on matters concerning the Senate.

- vi. Study and assist in providing required references and literature review from books, journals & magazines and online resources as and when required.
- vii. Assist in keeping Senate website and e-mail system functional and updated.
- viii. Assist in developing, updating and maintaining websites of all Senate Committees.
- ix. Assist in providing support, service and troubleshooting functions for I.T. related issues.
- x. Assist in content writing for supplements/reports on important occasions, various initiatives and important development.
- xi. Assist in ensuring liaison with and proper coverage in media on regular basis.
- xii. Assist in projecting various aspects of the Senate through use of social media platforms and outreach activities in coordination with other branches/cells.
- xiii. Providing research based input for improvement of these functions in line with international practices and use of modern ICT.

**9. Clerks Assigned to Editing/Hansard**

- i. Study guidelines and acquire knowledge about the key functions of Editing cell and preparation of Hansard and get acquainted with relevant Standing Orders.
- ii. Assist in editing of the verbatim debates to make it publishable and ready for archiving.
- iii. Assist in preparing Hansard as per the requirements and performing all jobs needed for it.
- iv. Providing research based input for improvement of these functions in line with international practices and use of modern ICT.
- v. Digitization and searchable database of Hansard.



## **SENATE INTERNSHIP PROGRAM**

### **(Mid Term with Selected Universities)**

**T**he Senate Internship Program meets short term human resource requirements of the Senate Secretariat and augments the work of Senate Committees. At the same time, this Program serves as Social Responsibility as well as Parliamentary Education initiative of the Senate of Pakistan. Salient features of the proposed Program are as under:-

- i. MOUs signed with Vice Chancellors of 11 Islamabad based universities and one university from Peshawar. Senate is offering internships for 2 and 6 months – depending on whether a student takes the internship only for the summer/winter break 2 months to 6 months under arrangement with his/her university. At later stages, advertisements would be made in the national press inviting universities from all across the country to enter into arrangement with the Senate to secure internships for their students.
- ii. Applications for short term internships will also be invited directly from students through announcement on Senate website and internal advertisements/notices in universities through their internship/student-affairs departments.
- iii. Preferred academic disciplines of interns will be determined according to needs of Senate Committees.
- iv. A Selection Committee (SC) assesses suitability of applicants through interviews and makes recommendations to the competent authority for selection.
- v. Two batches of interns are inducted each year, one in the summer and the other in winter.
- vi. Number of interns is about 40 in each batch.

vii. Short Term Interns are paid Rs. 12,000/- per month as internship stipend.

Tentative outline and procedure of the Senate Internship Program is as under:-

- i. A one-week orientation is held at PIPS for the interns wherein they are given required knowledge about the history, purpose, functions and working of the Senate.
- ii. Each intern would be deputed in the House as Usher for one month, on rotation basis. For remainder of their internship, they would be deputed with Committees. Considering the academic discipline of an intern, SC may decide the Committee where the intern would be deputed.
- iii. Detailed job description is provided to the intern and respective Chairperson/Secretary and Director (Staff) of the Committee with which the intern is deputed.
- iv. Internship completion certificates are issued on successful completion.

In addition to the Short Term Interns from Universities with which Senate has signed MOUs, individual applications are considered for Short Term unpaid Internship from desirous individuals.

# Senate Internship Program



**MEMORANDUM OF UNDERSTANDING  
FOR INTERNSHIPS**

**WHEREAS** the Senate of Pakistan has initiated the "Parliamentary Education Program", to create a better understanding of the functions of Parliament, and;

**WHEREAS** "The Senate Internship Program" is an integral part of the "Parliamentary Education Program", and;

**WHEREAS** this "Senate Internship Program" offers short term internships to students of various Universities in Pakistan;

**NOW THEREFORE**, this Memorandum of Understanding, hereinafter referred to as the "MOU", is entered into between the Senate Secretariat, through its Secretary, the "Party of the First Part" and Shaheed Zulfiqar Ali Bhutto Institute of Science and Technology, through its Chancellor, the "Party of the Second Part".

It is agreed between the Party of the First Part and the Party of the Second Part, herein asunder:-

**I. TERMS AND CONDITIONS**

1. The Party of the First Part, will offer two internship programs each year, commencing with the start of the winter and summer breaks of the Party of the Second Part.
2. The Party of the Second Part, will make nominations for the said Internship Program, and shall nominate students, or students that have just graduated, who meet the criteria more specifically provided herein, to the Party of the First Part.

3. The Party of the First Part, shall make the final selection of the students for the Internship Program from amongst the nominated students, such number of students hereinafter referred to as "interns", shall not exceed 10 in number.
4. The Party of the Second Part, shall not nominate a student whose minimum grades are less than 3.2/4 CGPA in the academic disciplines of Law, Social Sciences and Management Sciences. Engineering and Natural Sciences students shall not be nominated.
5. The Internship Program offered by the Party of the First Part, is not an offer of employment or, a permanent job, nor does it confer any right or lien to the intern for continuance or further employment with the Party of the First Part.
6. The intern during the period of internship shall be paid by the Party of the First Part, a monthly stipend of Rs.12,000 (all inclusive). The intern will not be entitled to government accommodation, traveling expenses, transport to duty, medical facilities or any other benefits during or after the termination of the Internship Program.
7. The intern will be governed by the rules and regulations of the Party of the First Part, including but not limited to, observance of working hours, confidentiality and discipline. The non-compliance with the said rules and regulations shall make the intern liable to termination of the internship.
8. The intern will accept all decisions of the Party of the First Part, in respect of placement in any Committee or office or any other issue relating to the internship, such decision shall be binding and shall not be challenged in any court of law by the intern or any other person acting through or under him.

9. The duration of internship will be from 2 to 6 months, during which the intern shall be entitled to 2 days leave for each month of internship.
10. The Party of the Second Part, will ensure that the intern is aware of the terms and conditions of this "MOU" and shall be responsible to ensure its acceptance by the intern.
11. The word intern is its plural and includes both genders, wherever appearing in this MOU.

## II. GENERAL TERMS AND CONDITIONS

1. This MOU between the Party of the First Part and the Party of the Second Part, shall be effective for a period of six months commencing from date of its signing.
2. This MOU shall come into effect from 1<sup>st</sup> August 2016, and terminate on 31<sup>st</sup> January 2017, unless terminated earlier.
3. The Party of the First Part and the Party of the Second Part may terminate this MOU by giving a 30 day written notice, which shall be sent through "registered mail acknowledgement due" and, such period shall commence from the date of receipt of the said notice by the Party.
4. The Party of the First Part, may at any time terminate the internship of any or, all the interns without assuming any reasons or giving notice thereof.
5. The intern can terminate this MOU on giving fifteen days' notice in writing to the Party of the First Part. At the completion of the fifteen days, the intern

shall not be entitled to receive the completion certificate nor, can the intern claim any financial benefits after the date of termination of the MOU.

6. The Party of the First Part, shall terminate the intern if it is proved beyond a reasonable doubt, that there has been disclosure of an official confidential document or information. Such termination shall be immediate and the monthly stipend received by the intern, till the said date shall be recoverable in full. Further the intern shall be liable for legal proceedings under the relevant laws before a court or tribunal of competence jurisdiction.
7. The Party of the First Part and the Party of the Second Part, agree that this MOU is binding upon their respective successors or transferees of any nature.
8. The Party of the First Part and the Party of the Second Part, shall not directly or indirectly, in whole or in part assign this MOU without the express and prior consent of the other Party.
9. The Party of the First Part and the Party of the Second Part may modify this MOU by mutual consent through a addendum in writing any time during the pendency of the same.

IN WITNESS THEREOF we have hereto set our hands and seals on the \_\_\_ day of \_\_\_\_\_, 2016.

Signature \_\_\_\_\_  
Party of the First Part

Signature \_\_\_\_\_  
Party of the Second Part

## **SENATE MICRO INTERNSHIP PROGRAM (SMIP)**

**S**enate Micro Internship Program (SMIP) has also been conceived, implemented and resourced by the Senate Secretariat on its own. To fulfill its social responsibility, Senate Secretariat meet the requirements and desires of the youth through SMIP by already enlist to those students. This program aims to primarily cater to young students that are interested in understanding the working of the Senate as an opportunity to not just learn, but to bag valuable experience or to meet their internship segment. The program helps Senate Secretariat arrange multiple SMIPs in a year, as opposed to the fixed format of the other two internship programs.

### **Duration**

The duration of the SMIP may span over few weeks to a couple of months. This timeline will allow the younger students to understand the working of the Parliament in a very short span.

### **Expectations**

- The students will be expected to make the best use of this opportunity to learn and understand the Senate's organizational structure, working and
- They will be expected to observe the working of various departments where they will be placed over the course of the program, and understand the department's role and working as a part of the bigger machinery.
- They will be given an assessment paper to evaluate their learning and experience, and will be required to submit their formal feedback forms.

## HOW TO JOIN SENATE INTERNSHIP PROGRAM

### **Clerks of the Parliament:**

For the Clerks of the Parliament an advertisement will be given in important national daily newspapers and on Senate website. The Clerks will be selected through a competitive process, including written MCQ, essay test and interview.

### **Internship Program with the Universities:**

The student may ask their university or the university administration may on its own approach the Senate Secretariat to sign MOU.

### **Micro Internship Program:**

For the Micro Internship Program individual students can apply directly to the Secretary Senate, mentioning their request/name of university within time frame.

### **Address:**

**Secretary Senate,**  
Senate Secretariat,  
Parliament House,  
Constitution Avenue,  
Islamabad

### **Website:**

[www.senate.gov.pk](http://www.senate.gov.pk)



SENATE OF PAKISTAN  
PARLIAMENT HOUSE, ISLAMABAD