



SENATE OF PAKISTAN

ONE YEAR PAID INTERNSHIP PROGRAM



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

Senate of Pakistan is offering one-year paid internship to candidates from across Pakistan with 16-year education. The objective of the internship is social responsibility, parliamentary education and outreach. The criteria for the internship are as under:

Title	Eligibility	Preferred Disciplines for internship	Age	Stipend	Internship Duration
Senate One-year Internship Program	Students who have completed 16 years of education from HEC accredited universities / institutes with 3.0 CGPA in semester system or 60% marks in annual system.	Law, Political Science, Public / Business Administration, International Relations, Economics / Finance, Computer Science/IT, Media, Social Sciences and English / Linguistics.	22-32 years	Rs. 15,000/- per month all inclusive. Students will have to arrange for their boarding / lodging and transport on their own.	One year

IMPORTANT INSTRUCTIONS TO NOTE:

- (i) The Internship is not an offer of employment in any way nor does it confer any right to the intern for continuance of internship after one year.
- (ii) Current students are not eligible to apply.
- (iii) Only the candidates who have completed 16 years of education may apply. After receipt of the applications, shortlisted candidates will be called for interview at Islamabad.
- (iv) No TA/DA will be paid for the interview and no official accommodation will be provided.
- (v) Women are especially encouraged to apply.
- (vi) All applications for internship shall reach the undersigned on or before **1st June 2018.**
- (vii) Candidates are advised to apply on the prescribed proforma, available at the last page of this advertisement.
- (viii) The application form shall be endorsed (signed and stamped) by Registrar of the last University attended mentioning that the candidate had remained a bona-fide student and is currently not enrolled in an academic program.
- (ix) Incomplete applications and late submissions shall not be considered.
- (x) The internship will be governed under the terms and conditions provided on the next page. Any violation of these terms and conditions will render the internship liable to termination and / or any other proceedings as may be decided.

**TERMS AND CONDITIONS OF SHORT TERM ONE YEAR INTERNSHIP IN THE
SENATE OF PAKISTAN**

1. The Senate Secretariat will make final selection of the interns for one year Internship Program as per requirements.
2. The Internship is not an offer of employment in any way nor does it confer any right to the intern for continuance of internship after one year.
3. The intern will not be entitled to any accommodation, traveling expenses, transport to duty, medical facilities or any other benefits during Internship.
4. The intern will be governed by the rules and regulations of the organization including but not limited to, observance of working hours, confidentiality and discipline. The non-compliance with the said rules and regulations shall make the internship liable to termination of the internship.
5. The intern will accept all decisions of the management in respect of placement in any Committee, branch or office or cell 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.
6. The duration of internship will be one year and the intern shall be entitled to 2 days leave for each month of internship.
7. All interns would be required to work FULL TIME in the Senate Secretariat, including late hours during Senate Sessions, Committee meetings or any other special occasions.
7. The Senate Secretariat reserves the right to terminate at any time the internship of any or, all the interns without assigning any reasons or giving notice thereof.
8. The intern can request for termination of internship on giving 15 days' notice in writing to the management. In such a case, however, the intern shall not be entitled to receive internship completion certificate.
9. The Senate Secretariat shall terminate the intern if it is proved, beyond a reasonable doubt, that there has been disclosure of an official confidential document or information. Further the intern shall be liable for legal proceedings under the relevant laws before a court or tribunal of competence jurisdiction.
10. During the internship performance of the interns will be graded and the grading will be reflected in the certificate to be issued at the completion of internship. Grading will also be done by monitoring work output. Every intern will be required to submit printed documents of contribution/work done - such as briefs, policy papers, press releases, social media posts and other tools applied for publicity of/creating awareness about Committee's work, and long term research carried out for the Committee on policy issues.

**(HARIS REHMAN)
Deputy Secretary (HRM)
Senate Secretariat,
Parliament House, Islamabad.
Ph: 051-9206677**



SENATE OF PAKISTAN
PROFORMA FOR ONE YEAR PAID INTERNSHIP

Photograph
(Paste one here)

UNIVERSITY _____

FIELD OF STUDY _____

1. Name of applicant (in capital letters)

2. Father's/Husband's Name:

3. Date of Birth

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4. C.N.I.C. No.

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5. Please give details of your academic qualifications. Recent most education first.

Degree and Discipline	Year	Board /University	CGPA/Div/Grade/ % age of marks	Distinctions / Honors If any

6. Postal Address (for communication): _____

7. Mobile # _____ Landline # _____ (E-mail) _____

DECLARATION: I undertake that all the information and documents provided with this application are correct. I further undertake that I am aware of, and will abide by, the terms and conditions of internship at the Senate Secretariat as laid down in the advertisement for internships.

Date :- _____

Signatures of Student:- _____

Note:- Please attach one-page résumé, attested photocopies of CNIC and academic transcripts/degrees and four 2" x 2" photographs.

Signature of the REGISTRAR of the last university attended: _____

Stamp _____

Name _____

Dated _____