

NOTIFICATION

No. _____/2018. In order to streamline the processes and devise a uniform policy for engagement of internees in different development projects, the Competent Authority is pleased to approve the Provincial Internship Policy for all Administrative Departments, attached formations and Government owned autonomous/semi-autonomous organization with immediate effect. The policy shall be followed in letter and spirit by all concerned departments, district governments and autonomous bodies.

Provincial Internship Policy

I. Introduction

After the decade long war against terror and restoration of peace as a result of operation Zarb-i-Azab (2014), the situation demands to properly take care of the youth. This can only be done when the youth is engaged into healthy activities and are groomed in a right direction in the best national interest. Prior to any professional career, capacity building of the youth is essential in contributing to improved economic and social outcomes. There is wide recognition that capacity building and training at any stage of practical and professional life are prerequisites to economic and social development. Keeping in view the above, the Policy is framed to engage the qualified youth of Khyber Pakhtunkhwa/FATA into the development sector of the government for better future prospects.

II. Objective

The Policy aims to launch a long term program to help young graduates/certificate holders of professional courses in different fields and to develop their intellectual skills and provide them experiences that encourage them to become contributing, caring members of their communities and also make them aquatinted with functioning of the government machinery.

III. Expected Accomplishments

- a) Availability of improved/polished young graduates for public organizations.
- b) Increased know-how about the working mechanism of public organizations and government machinery.
- c) Enabling the graduates to apply their knowledge in the practical field.
- d) Involve youth as partners in planning, implementation and evaluation of matters related to public service delivery.

IV. Policy Governing Authority

To the extent of this policy in its present state or changes (if any) to be done from time to time, Planning & Development Department will act as the policy governing authority. The PMRU will develop an exclusive online internship portal/website titled as **“KP-Internship Portal”** for registration/application of the interns. The Planning & Development Department will be the custodian of the system for the purpose of monitoring & evaluation.

V. Role of the Departments

a) Planning & Development

The P&D department shall ensure that;

- i. Every project at the time of appraisal shall include an appropriate number of internship slots.
- ii. Necessary provision for internships has been made in the PC-Is of all new projects or the projects yet to be approved.
- iii. All projects involving HR shall instead of hiring projects employees, consider hiring of interns on all those positions that do not require specialized or managerial skills e.g. computer operator, assistant and any other ministerial/clerical positions.
- iv. The annual engagement of internees in all new projects of the Provincial ADP or projects yet to be approved is upto 5000 per financial year.
- v. The number of internees per project is permitted as per requirement of the project. However, the number of internees to be engaged may vary from project to project keeping in view nature, scope and capacity of the project.
- vi. No on-going project PC-I to be revised for want of internships slots.
- vii. The approved number of internship slots is timely uploaded by the sponsoring department on the “KP-Internship Portal” and are filled according to criteria.

b) Sponsoring Department

The Sponsoring Department shall ensure;

- i. Inclusion of appropriate number of internship slots in each new PC-I.
- ii. That all approved internship slots are posted/published on the centralized internship portal.
- iii. That no internee is hired without registration on the internship portal.
- iv. To notify an *internship management committee* comprising of the following;
 - a. PD of the Project/Head of the Planning Cell-----Chairman
 - b. Representative of P&D-----Member
 - c. Section Officer (General)-----Member
- v. To sign the internship agreement upon a judicial stamp paper from the internee as per the laid down terms & conditions, code of conduct and stipend.

ToRs;

- i. To determine the number of internees per project.
- ii. To scrutinize all applications/CVs and shortlist eligible candidates for internship offer.
- iii. To conduct interview/test in case of some specialized nature of qualification or skills required as the case may be.
- iv. To offer internship to selected candidates and upload the list on the portal so as the database can be maintained.

c) Government Owned Autonomous/Semi-Autonomous Organizations

All autonomous/semi-autonomous organizations shall ensure;

- i. That the policy is placed before their respective boards of Governors for the purpose of adoption.
- ii. That an adequate number of internships are offered on annual basis from their own resources. It shall be taken in addition to those internees who have been/are being hired in the projects funded from the Provincial ADP.
- iii. That available internship slots are published through KP-Internship Portal.
- iv. To upload the list of selected internees on the portal so as the database can be maintained.

d) District Government

The District Governments shall ensure;

- i. That the internship policy is adopted in letter & spirit.
- ii. To incorporate any number (keeping in view the resources) of internship slots in the projects under their District ADPs.
- iii. That selection of the internees is made in accordance with the procedure laid out in the policy.
- iv. To upload the list of selected internees on the portal so as the database can be maintained

VI. Eligibility & Selection Criteria

The departmental internship management committee shall hire internees while adhering to the following;

- a) 16 years HEC recognized degree, 3 years diploma of associate engineer, paramedic/technician courses, or any other recognized diploma after intermediate in technical field from a recognized regulatory body.
- b) This internship is exclusively for the candidates having domicile of KP/FATA.
- c) Age limit would be up to 29 years and there will be no age relaxation on any ground.
- d) Selection shall be made on any of the following basis;
 1. Highest scorer in terms of all qualification.
 2. Highest scorer in terms of final degree i.e. required for the internship slot.
 3. First come first serve basis provided that the candidate has relevant qualification.

VII. Procedure for hiring internees

Step-I (Internship Sponsoring Department)

The concerned department/organization shall after approval of the project, upload the following details on KP-Internship Portal;

- a) Title of the project
- b) Number of internship slots
- c) Required qualification/skills etc. on the portal.
- d) Station of duty
- e) Required district of domicile

Step-II (Applying Candidate)

- a) Register on KP-Internship Portal by submitting the requisite personal and academic details.
- b) Apply for the specific internship slot.

Step-III (Internship Sponsoring Department)

- a) The list of potential candidates shall be downloaded from KP-Internship Portal.
- b) Invite the selected candidates for interview.
- c) The departmental internship management committee shall conduct interviews and select the number of required interns.
- d) Update the list of selected internees on the KP-Internship Portal.
- e) Issue internship offer letters along-with terms & conditions and general code of conduct & specific job description.

Note: *No internee shall be hired without registration on the KP-Internship Portal. Furthermore, in case of pre-mature termination of the intern, the next candidate to be considered shall be from the of eligible candidates' list.*

VIII. Period of Internship

Since projects are regularly approved from the competent forums therefore the hiring departments/directorates/organizations shall engage internees in their development projects throughout the year. Furthermore, hiring of internees shall be a continuous process and the period of internship (for the internee) in a particular project shall in no case be more than **one year** except the following;

Exceptions

The period of internship for the graduates falling in the given categories may be **two years** subject to the condition that the project life is two or more years and his/her performance is satisfactory.

- a) Hafiz-e-Quran
- b) Persons with Disability (PWD)
- c) Minorities
- d) Gold medallist/topper

IX. Stipend

An internee shall be paid on station stipend @ 25000 P.M or as per the prevailing wage rate whichever is higher. However, all other expenses (e.g. expenses borne on fare, accommodation, food, photocopying etc) in case of out station duty as assigned from time to time, shall be permissible on actual.

X. Provision for Stipend

Every project PC-I shall have specific provisions for stipend as per the authorized strength of internees per project per year.

XI. Mode of payment

There shall be no cash payment in any case and the stipend or other expenses borne by the internee in dispensation of his/her duty shall be paid through bank cheques.

XII. Termination of Interns

The interns shall be terminated upon the following;

- a) Successful completion of the internship period (**automatic termination**).
- b) Any mis-conduct on part of the internee in terms of disclosure of official information, wilful absence from duty, late arrival for duty, wilful damage to assigned gadgets, mis-behave with colleagues etc.
- c) Non-availability funds.

XIII. Limitations

- a) Hiring of internees shall not be as per need of the department rather as per need of the project or as deemed appropriate.
- b) Projects having onetime activity shall not engage any internees such as purchase of equipment etc. or as deemed appropriate to the competent forum.
- c) Projects with a life less than a year shall not engage any internee.
- d) A candidate once availed the internship opportunity shall in no case be eligible for another internship in any other provincial department.

XIV. Title of Internee

By title, an intern will be regarded as “**Project Associate**”. This shall be treated as official designation of the intern especially on his internship ID card, certificates and other official correspondence.

XV. Terms & Conditions

- a) The internees shall not consider his/her offer of internship as an offer of appointment to any regular/contract position.
- b) The internees are bound to work on the project’s site/location or as required to the authority.
- c) The internees shall work as per their assigned ToRs.
- d) An internee hired in a project shall in no case be transferable to any other project.
- e) The applicant is required to produce upon arrival, verified testimonial from the concerned regulatory bodies (i.e. Board of Intermediate & Secondary Education, Board of Technical education, HEC/PEC/PMDC etc.)
- f) The candidates shall, prior to their internship, be bound to submit an affidavit to the effect on judicial stamp paper that they will abide by the laid down code of conduct in this policy.
- g) At the end of his/her internship period, the candidate is required to submit a report based on his/her experiences/lesson learned/suggestions/proposals for improvement in the system.

XVI. Code of Conduct & Discipline for Internees

For a reporting officer, implementation of the following code of conduct shall be ensured upon the of the internee;

- a. Formal dressing
- b. Observing official timing/punctuality
- c. Compliance to official instructions
- d. Adherence to Job description
- e. Behaviour with colleagues and seniors
- f. Confidentiality of the official information
- g. Care of assigned official equipment etc.
- h. Avoid mis-use of official phone
- i. Avoid unnecessary leaves.
- j. Displaying of Internship Cards issued by the concerned authority.

Note: The internees are entitled to avail 4 casual leaves during the month.

XVII. Common areas of learning

During the internship period, besides specialized learning fields, every internee is required to acquire knowledge about the following common areas;

- a) Official hierarchies and chain of command/BPS system of the government.
- b) Official terminologies i.e. DFA, PUC,KC, note part, tagging, flagging, annexures etc
- c) Official communication i.e. noting, drafting and letters, type of different official letters i.e. routine, immediate etc
- d) Pre/post meeting formalities i.e. issuance of meeting circulars, drafting minutes etc
- e) Drafting note for CS and summary for CM
- f) Process & significance of dairy dispatches, File tracking system etc
- g) Basics of rules of business & manual of secretariat instructions
- h) Basics of Civil Servant Act/APT Rules, Leave Rules, Efficiency & Conduct Rules, project policy etc.

XVIII. Completion of Internship & certification

In case of completion of the internship period, the internee will be entitled to one of the following;

a) Experience Certificate

In case the internee during his internship period, strictly adhere to the above laid down terms & conditions, code of conduct and earn satisfactory performance report from the reporting officer, he/she will be awarded experience certificate (equal to the certificate mentioned in the project policy) bearing weightage of 7 marks in the selection process under project policy. For experience certificate, there will be a uniform template and to be downloaded from the KP-Internship Portal after the candidate successfully completes the internship period.

b) Internship certificate

Upon ordinary completion of the internship period or if the candidate fails to submit his/her terminal report, the internee will be provided only Internship Certificate on the official letter head of the sponsoring department carrying no weightage in terms of marks.

XIX. Monitoring & Evaluation

The PMRU to device a built-in monitoring mechanism within KP-Internship portal. By this, the sponsoring departments shall submit quarterly assessment reports of each intern covering all parameters of the above mentioned code of conduct. This is further to enable the P&D Department to easily monitor & evaluate performance of the interns on quarterly basis.