



Internship Policy

<p>Prepared by:</p> <p>Fajer Rabia Executive Director</p>	<p>Reviewed by:</p> <p>Senior Management Committee</p>
<p align="center">Approved by:</p> <p align="center">Board of Trustees</p>	
<p>Responsibility:</p>	<ol style="list-style-type: none"> 1. Board of Trustees 2. HR & Operations Coordinator 3. All Team Leads
<p>Applicable to:</p>	<p align="center"><i>All Employees of the Company</i></p>
<p>Effective from:</p>	<p align="center">July 1, 2020</p>
<p>Revision Date:</p>	<p align="center">June 30, 2020</p>

1. POLICY:

PAGE Internship Program is designed to attract talent from reputable Local & Foreign universities and provide a learning opportunity to students working towards a specific degree. The Internship Program helps to enhance the image of the company, and provides a service to students, educational institutes and the community as a whole.

1.1 Objective:

The objective of this policy is to create a pipeline for potential future hiring in the company, thereby

- Identifying high-quality, students and recruiting the very best candidates, allowing us to fully evaluate students and identify any suitable entry-level positions available within the business.
- Providing assistance to the undergraduates of reputable local, as well as foreign institutions in obtaining exposure to a professional work environment, which may be a requirement to complete their education in the discipline they are studying.
- Attracting quality students from reputed universities to work on projects with specific deliverables.
- Develop PAGE as employer of choice.
- Invest in human potential & keep strong, sustainable roots within the community

1.2 Responsibility:

Responsibility of interpretation of this policy rests with the HR Manager.

1.3 General Policy:

- The Internship process will begin in January each year for the Summer Program.
- Potential Interns should be students working towards a degree in a specific discipline/ field
- Interns will be hired in two batches. Each batch would be for three (3) months.
- The Internship Program will be open all year and provided on need based
- Interns will only be engaged for work on assignments / projects with a fixed duration. The designated projects need to be defined on the intern Project Request form, by the team leaders.
- Interns will be required to follow a full time work schedule, i.e. from 10:00 am to 5:00 pm, with a lunch from 1:00 pm – 2:00 pm.
- Interns will be given access to Internet during the internship period.
- Interns will not be entitled to a pick & drop facility.
- The interns might be given a stipend depending on the cost effectiveness of the project.

2. ELIGIBILITY:

The following criteria will be used in short listing students for the internship process:

1. Cumulative GPA 3.0 or greater or “B’ grade.
2. Students enrolled in 3rd & 4th year and 1st year Master students.

3. Business Graduates.
4. Business Management & Social Studies students of following universities: Quaid-e-Azam, GIKI, UET, MUET, NED, Punjab University, Sindh University, NUST, Bahria University & Karachi University.
5. Students from reputable Foreign Universities will be entertained if they fulfill criteria 1& 2.

2.1 Employee Referrals:

Approving authority for Intern Referrals lies with Executive Director in consultation with the HR Manager.

3. APTITUDE TEST & HR INTERVIEW:

All students shortlisted based on the above criteria will be required to undergo an Aptitude test. Only those students who clear the aptitude test will be called for an interview with HR.