



Date: 15 - April - 2016

Ref: SEF/HR/SO24(C)

ORDER

No. SEF-ORDER-~~SO24(C)~~. In pursuance of the approval of SEF-Board of Governors (BoGs) in its meeting held on 21-January-2016; the Internship Policy of SEF is hereby notified as under:

Sindh Education Foundation (SEF) offers Internships (paid / unpaid) to the competent Individuals possessing qualification of Intermediate / Graduate / Master to: i) gain work experience in the Education Sector by assigning them work within SEF and/or by linking them up with various stakeholders of SEF such as the Adopted Schools, SEF Assisted Schools etc.

OBJECTIVE:

SEF promotes training and learning by providing opportunity to the fresh individuals possessing qualification of intermediate /graduation /postgraduation to link -up with multi-faceted assignments related to the Education Sector. The broad objective is to facilitate the potential interns in gaining the critical and cross cutting experience of work in the sector. By doing this the Foundation and the stakeholders which can be SEF Assisted Schools or Adopted Schools in turn get multiple dividends in the form of services of these qualified but fresh candidates who perform quite enthusiastically in this period.

ELIGIBILITY CRITERIA:

i) Qualification:

Intermediate, Graduate and Masters or equivalent

ii) Age:

- Intermediate not above 25 years of age
- Graduate not above 30 years of age
- Master not above 35 years of age

PROCESS:

SEF engages INTERN(S) through competitive process. The competitive process starts with the invitation of application (s) through Notice / Advertisement to be published on the official web site of SEF-www.sef.org.pk. The applicant(s) fulfilling the eligibility criteria will be required to take written test, followed by the interview. And only the qualified individuals will be offered internship.

DURATION:

SEF offers Internship for the following period:

Paid internship

- Minimum 03 months
- Maximum 02 years

Unpaid internship

- Minimum 03 months
- Maximum 02 years

ENTITLEMENT TO TA /DA LEAVES:

Intern (s), paid or unpaid, is/are entitled to TA / DA if intern(s) is / are required to carry out the field assignment. Intern (s) may avail leave with the prior approval of Managing Director or his / her representative so authorized.

WORKING HOURS FOR THE INTERN(S):

Intern (s) will follow SEF office timings (09:00 am to 05:00 pm).

STIPEND:

SEF offers stipend to the selected paid Intern (s) as under:

S.No.	Qualification Wise	Stipend Per Month
1.	Masters	Rs 16000/- per month
2.	Graduate	Rs 14000/- per month
3.	Intermediate	Rs 12000/- per month

TERMINATION OF INTERNSHIP:

Both SEF and Intern (s) can terminate internship at their ease.

EXPERIENCE CERTIFICATE:


SEF will issue Experience Certificate to Intern (s) upon successful completion of their minimum period i.e. three months of internship.

No.SEF-ORDER-53333333

Ms. Naheed S. Durrani
Managing Director
Karachi, dated April 15, 2016

Copy to:

- Deputy Managing Director, SEF, Karachi.
- Director (HR / P&P), SEF, Karachi.
- Director (Admin & IT), SEF, Karachi.
- Acting Director (Finance), SEF, Karachi.
- Acting Director (Technical), SEF, Karachi.
- Acting Director (School Inspections), SEF, Karachi.
- Acting Dy. Director (Programs), SEF, Karachi.
- All the Deputy Director-Regions and Regional Assistant Directors, SEF,
- Head of the departments/Units/Programs (All), SEF,
- P.S to Managing Director, SEF, Karachi
- Office Order file.


Noman Waseem Usmani
Assistant Director-HR