



(HUMAN RESOURCE DEPARTMENT)

Karachi, dated 10th November, 2021

SAY NO TO CORRUPTION

ORDER

No.SEF/HR/157109/2021: In pursuance of the decision of E&FC dated June 05, 2021 and approval of the Board dated January 13, 2021; the Sindh Education Foundation (Internship Policy) 2021, in respect of **Teaching Internees** for adopted schools and **Internees** for Office work at Sindh Education Foundation (SEF), is hereby revised as under for implementation with immediate effect:

I **FOR INTERNSHIP AT THE OFFICES OF SINDH EDUCATION** **FOUNDATION**

Sindh Education Foundation (SEF) offers Internship (paid/unpaid) to the eligible individuals possessing qualification of Bachelor's Degree / Master's / M.Phil or equivalent Degree to get engaged in the on-job work experience in different departments/units of Sindh Education Foundation at Head Office, Regional and District Offices in the province of Sindh. The objective of the policy is to enhance understanding about working of the public sector and it would also train them to equip themselves with the future challenges.

OBJECTIVE

SEF promotes training and learning by providing opportunity preferably to the fresh graduates/postgraduates to link -up with multi-faceted assignments related to the Education Sector. The broad objective is to facilitate the potential manpower/HR in gaining the critical and cross-cutting experience of work in the public sector environment.

ELIGIBILITY CRITERIA

i) Qualification:

- Master's / M. Phil Degree or equivalent, at least second division or equivalent
- Bachelor's Degree or equivalent, at least second division or equivalent

ii) Age:

- A candidate holding Bachelor's degree, age must be between **22** years and **30** years.
- A candidate holding Master's / M.Phil degree, age must be between **24** years and **35** years.

PROCESS

- i. There shall be a committee for selection of Internees in various departments / regions / districts.
- ii. Sindh Education Foundation will advertise the seats through newspaper or its official website for the selection of the Internees.



- iii. In response to the advertisement, the interested candidates domiciled in Sindh may send applications to Sindh Education Foundation.
- iv. The Selection Committee may also consider the applications already available in the database of HR Department, SEF, depending upon the qualification and nature of assignment.
- v. The chartered universities in Sindh may send recommendations of meritorious students for the purpose of internship in the Foundation. In such case, the selection committee may consider the recommendation of the University without advertising the same. The Selection Committee may co-opt the relevant faculty member from the concerned University.
- vi. Managing Director, Sindh Education Foundation, may consider age relaxation on the recommendation of the Committee.
- vii. The selected candidates will be required to sign a Letter of Internship (LOI) with Sindh Education Foundation on the prescribed format.

CONSTITUTION OF THE COMMITTEE

A Committee, with the approval of Managing Director, Sindh Education Foundation, will be notified for the processing of applications and selection of the Internees. The Committee will submit its recommendations for the selected candidates to Managing Director, SEF, for consideration and approval. The decision of the Managing Director will be considered as FINAL.

DURATION

The Internship policy covers two types of internees as follows:

A. Paid Internship

- i) Minimum 03 months
- ii) Maximum 11 months (extendable for another term(s) subject to satisfactory performance evaluation)

B. Unpaid Internship

Not exceeding 01 year

WORKING HOURS FOR THE INTERNEES

Internee(s) will follow the Office timings in accordance with the Rules/Policy of the Foundation.

STIPEND FOR PAID INTERNSHIP

SEF offers stipend payable to the selected Internees as under:

S.No.	Qualification	Stipend Per Month
1.	Masters / M.Phil Degree or equivalent	Rs 25,000/- per month (fixed)
2.	Bachelor's Degree or equivalent	Rs 20,000/- per month (fixed)

Note: The internees will be eligible for 5% annual increment in their stipend.



PERFORMANCE

The performance of the Internees will be evaluated quarterly by the Supervising Officer and submit it to the HR Department, SEF, on a prescribed format.

TERMINATION OF INTERNSHIP

1. Internship of a poorly performing Internee may be terminated on receipt of such report from the supervising officer and due consideration by the HR Department, SEF. The Foundation reserves the right to terminate internship of any internee at any time without assigning any reason whatsoever.
2. In case Internee(s) intend to leave the Internship, he/she will inform the Foundation through the concerned Head of the Department / Region / District atleast one week in advance.

LEAVE ENTITLEMENT

Internees shall be entitled to avail 15 days casual leave in a calender year with the prior approval of concerned supervisor, under the intimation of HR Department, SEF Head Office.

EXPERIENCE CERTIFICATE

The Foundation will issue an Internship Certificate to the Internee(s) upon successful completion of the Internship.

II

FOR INTERNSHIP (TEACHING) IN THE ADOPTED GOVERNMENT SCHOOLS

Sindh Education Foundation (SEF) since its inception in 1992 has been striving for delivery of quality education for underprivileged and under-served communities of the province. In pursuance of the Foundation's mandate as envisaged in the SEF Act 1992, the Foundation has evolved various programs and interventions one of which is the Adopt-a-School Program under the patronage of the School Education & Literacy Department. The Adopt-a-School Program aims at developing public-community & public private partnership for improvement of government schools. Organizations, individuals and groups are encouraged to adopt government schools and provide their time and resources while the Foundation facilitates the Adopters with trouble-shooting, technical support and through provision of Internees (on case to case basis) at such schools.

OBJECTIVE

The broad objective is to facilitate Adopted Schools and provide opportunities to the potential candidates including fresh as well as experienced teachers who either intend to develop or to use their expertise of teaching to improve the Student Learning Outcomes (SLOs), specifically in the context of adopted Government schools.



ELIGIBILITY CRITERIA

i) Qualification:

- Master's / M. Phil Degree or equivalent, at least second division or equivalent
- Bachelor's Degree or equivalent, at least second division or equivalent

ii) Age:

- A candidate holding Bachelor's degree, age must be between **22** years and **30** years.
- A candidate holding Master's / M.Phil degree, age must be between **24** years and **35** years.

PROCESS

- After obtaining approval of Sindh Education Foundation, the School Adopter will advertise the seats through the newspaper or the website of Adopter or the Foundation for the recruitment and selection of the Internees.
- The interested candidate(s) domiciled in Sindh may send applications directly to the School Adopter(s).
- A Committee will be constituted for the selection (shortlisting/test/interview) of the Internees. The School Adopter may notify the Committee under chairpersonship of the Adopter or his/her nominee and communicate the same to SEF.
- The candidates will be selected after completing the process of hiring and the Adopter will communicate the names of the selected candidates (along with a waiting list, if any) to SEF after completion of the process. In case there is no application received against the advertisement or applications are not meeting the criteria, then the Adopter may readvertise the post and follow the same procedure within three (03) months of completion of earlier process.
- The Adopter will maintain a waiting list of all the applications received and processed. Such waiting list shall be valid for a period of one (01) year and the Adopter may replace any Internee from this waiting list.
- Managing Director, Sindh Education Foundation, may consider age relaxation on the recommendation of the Adopter.

DURATION

The internship policy covers two types of internees as follows:

A. Paid Internship

- Minimum 03 months
- Maximum 01 year – (extendable for another term(s) on the recommendation of Adopter)

B. Unpaid Internship

Not exceeding 01 year

WORKING HOURS FOR THE INTERNEES

Internee(s) will follow the School Timings notified by the School Management in accordance with the Rules/Policy of the Government of Sindh.



RESPONSIBILITIES OF SCHOOL ADOPTER

1. Letter of Internship (LOI) will be signed between School Adopter and Teaching Internees on the prescribed format.
2. Adopter will send a request to HR Department, SEF, for payment of stipend alongwith monthly attendance of Internees.
3. The School Adopter will furnish performance report of Internees on annual basis and the same will be shared with the HR Department of the Foundation (SEF).
4. In case the Adopter is not satisfied with performance of teaching Internee(s), the internship may be terminated after recording the reason(s) under intimation to SEF.
5. The Adopter may replace such Internee from the waiting list.
6. The Adopter will ensure that the bank accounts of all the teaching Internees are opened at the nominated bank(s) by the Foundation.
7. The Adopter will ensure conducive and safe environment to the teaching Internees engaged at the School. In case of any complaint by the internnee(s), the SEF management reserves the right to take appropriate action.
8. The Adopter will ensure compliance of policy provided in "The Protection Against Harrasment of Women at the Workplace Act 2010".
9. The selected candidates will be required to sign a contract with the Adopter.

STIPEND FOR THE PAID INTERNSHIP

The Foundation offers the following stipend to the Internees:

S.No.	Qualification	Stipend Per Month
1.	Masters / M. Phil Degree or equivalent	Rs 25,000/- per month (fixed)
2.	Bachelor's Degree or equivalent	Rs 20,000/- per month (fixed)

Note: The internees will be eligible for 5% annual increment in their stipend.

TERMINATION OF INTERNSHIP

1. Internship of a poorly performing Internee may be terminated on receipt of such report from the Adopter. The Adopter reserves the right to terminate internship of any internnee at any time without assigning any reason whatsoever.
2. In case Internnee(s) intend to leave the Internship, he/she will inform the Adopter one week in advance.

LEAVE ENTITLEMENT

Internees shall be entitled to avail 15 days casual leave in a calender year with the prior approval of concerned Adopter.



EXPERIENCE CERTIFICATE

The Teaching Internee will apply to the Adopter, who will forward such application to the Foundation alongwith recommendations for issuance of Experience Certificate.

Abdul Kabir Kazi
Managing Director
Sindh Education Foundation

NO: SEF/HR/ 15109/2021

Karachi, dated 10th November, 2021

A copy is forwarded for information to:

- i) The Director (HR), Sindh Education Foundation, Government of Sindh, Karachi
- ii) The Director (P&P), Sindh Education Foundation, Government of Sindh, Karachi
- iii) The Director (GA&C), Sindh Education Foundation, Government of Sindh, Karachi
- iv) The Director (FA&A), Sindh Education Foundation, Government of Sindh, Karachi
- v) The Director (T&A), Sindh Education Foundation, Government of Sindh, Karachi
- vi) Head of Dept/Units/Programs (All), Sindh Education Foundation, Government of Sindh
- vii) The Regional/District Heads (All), Sindh Education Foundation, Government of Sindh
- viii) The Staff Officer to the Managing Director, Sindh Education Foundation, Government of Sindh

Noman Waseem Usmani
Assistant Director (HR)
Sindh Education Foundation