





**Experience (Most Recent First)**

Designation	Organization	Country	Tenure

**Purpose of Internship:**

- 1. Research
- 2. Organizational Learning
- 3. Learning experience in Sahil Department
  - Resource Center
  - Print Media
  - IT
  - Jeet Healing Center
  - Legal Aid
  - Teacher Trainers

**4. REFERED TO SAHIL BY:**

Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Contact No: \_\_\_\_\_

Signature of Intern: \_\_\_\_\_ Date: \_\_\_\_\_

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Agreed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

**Note: Please read attached Rules for Internship**

## **RULES FOR INTERNSHIP IN SAHIL**



*Sahil*

1. The period of internship can be for a minimum of 2 weeks up to maximum of 2 months.
2. Internee will be bound to the timing specified by the project in charge.
3. Attendance must be signed daily with Program Officer , Resource Center
4. The Intern will adhere to the timings that will apply during the internship.
5. The Intern will inform the program Manager/ Manager Operation/ Program Officer Resource Center and relevant department if they want to take leave.
6. If an intern is absent for more than two consecutive days without informing the office their internship will be terminated.
7. If an Intern comes late to the office on two consecutive days it will be counted as one day of absence.
8. Each intern is required to read one book from Resource Center or any relevant departmental documentation, departments may give specific tasks as required and prepare a review of the book or relevant documentation in their Internship report.
9. All book reading will be done in the Resource Center
- 10.No Resource Center book can be taken out of Sahil premises. Sahil will provide the photocopy facility of any selected pages.
- 11.The intern will not be allowed to open office files/documents/other equipment without the consent of Department Officer.
- 12.The intern will be bound to maintain confidentiality of information.
- 13.The Intern must seek permission before using the computer in any department.



14. The Intern will submit an internship report during the last week of the internship.
15. The Intern will be required to write a short report at the end of the internship on the learning achieved & any recommendation
16. The Interns are not allowed to use computer equipment and facilities to view, create and distribute material that is discriminating, harassing, obscene, defamatory, threatening or of an illegal nature to other employees or to any one outside the company. Any such use is considered serious misconduct and could result in a letter to the reference provided by the intern.
17. Certificate of internship will be given to those candidates who will complete their internship period and show satisfactory performance during their internship.
18. In case of any misconduct or in-disciplined behavior, Sahil can terminate the internship.
19. Meals and Tea at office will be provided free of charge
20. No stipend will be provided to the intern.

I have understood and agree to the above rules and regulations

Agreed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Kindly send the filled form at the address given below:**

**Program Officer Resource Centre  
Office#13, First Floor,  
Al Babar Centre, F-8 Markaz  
Islamabad**

**OR**

**Email at [info@sahil.org](mailto:info@sahil.org)**