FESCO INTERNSHIP POLICY 2023

1. TITLE

The policy herein shall be called **FESCO Internship Policy-2023**.

2. INTRODUCTION:

The youth plays a pivotal role in the development of Country / Nation and this is achieved when the youth is engaged into healthy activities and groomed in a right direction in the best national interest. Prior to start of professional career, capacity building of the youth is essential in contributing to improve the economic and social uplift of a society. There is a 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 FESCO Internship Policy is framed to engage the qualified youth into the development of Power Sector Organization of the Country for better future prospects / learning.

3. 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 provide opportunity to contribute for communities and also make them acquainted with functioning of the State owned organizations.

4. ALLOCATION OF INTERNSHIP SEATS:

Following will be the allocation plan for Interns of different disciplines / academic facilities:-

a.	Engineering	**30-50.**
b.	Human Resource	**15-25**
c.	Finance	**15-25**
d.	Audit	**15-25**
e.	Information Technology	**15-25**
f.	Legal	**10-15**
Total		**100-165**

Allocation of internship seats will be finalized as per requirement of concerned department.

5. ELIGIBILITY & SELECTION CRITERIA:

(a) Eligibility:

Ser#	Cadre	Eligibility Criteria
i.	Engineering	BSc Electrical / Electronics / Civil Engineering, from HEC recognized University having minimum 60% Marks / First Division. PEC Registration is must.
ii.	Human Resource	BBA / BS (Business / Public Administration) (16- years education) / MBA / MPA having minimum **60% marks** / 3 CGPA from HEC recognized University.
iii.	Finance	BBA / BS (Audit & Finance) (16- years education) / MBA / Master Degree in Finance having minimum **60% marks** / 3 CGPA from HEC recognized University or **ACCA/ ICMA / CA (Finalist).**
iv.	Audit	BBA / BS (Audit & Finance) (16- years education) / M.Com / MBA having minimum 70% marks / 3 CGPA from HEC recognized University or **ACCA/ICMA/CA (Finalist).**
v.	Information Technology	BS (CS) / BS (IT) (16- years education) / Master Degree in Computer Science having minimum **60% marks** / 3 CGPA from HEC recognized University.
vi.	Legal	Bachelor of Laws (LLB) or Master of Laws (LLM) having minimum **60% marks** / 3 CGPA from HEC recognized University.
➢ **M.S / MPhil Degree Holder will be given preference.** ➢ **Result awaiting candidates are not eligible to apply.**		

(b) In case of large number of applications, only those candidates will be called for interview who will have more %age in the last degree.

(c) Age limit up to 28 years for Graduate, 30 years for Master (16 years education) and 33 years for MS / MPhil qualified.

(d) Foreign Graduates will be preferred.

6. PROCEDURE FOR HIRING INTERNS:

a) FESCO shall forward requisition to Top Ranked Universities / Institutes of Pakistan & International (Ranked/Recognized by HEC) for nomination of passed out Graduates who have completed degree requirements and are in search of opportunities in above disciplines for internship in FESCO. They shall be given preference in the first instance.

b) However, in case of non-availability of required Interns, FESCO HR Department may forwarded requisition to Public / Private Sector Universities recognized by HEC for nomination of brilliant Interns for Internship in FESCO for relevant categories as detailed above.

c) Following FESCO Selection Committee will recommend the Interns after proper scrutiny of graduates of Public / Private Sector Universities on merit:-

(i)	G.M (Operation) FESCO	Convener	
(ii)	C.E (Development), PMU FESCO	Member	***For their respective Directorates***
(iii) (a)	Chief Financial Officer FESCO	Member	
(b)	Director General (IT) FESCO	Member	
(c)	Chief Internal Auditor FESCO	Member	
(d)	**Chief Law Officer / HOD**	Member	
(iv)	Director General (HR) FESCO	Secretary /Member	

d) The Committee will scrutinize the relevant record and conduct the interviews of the nominated candidates and select the Interns strictly on merit and requisite qualifications. For calculating the merit, **80% marks** shall be allocated for Academic weightage and **20%** for interview (knowledge, skill relevance and personality). Academic score / weightage shall be calculated as under:-

Education	Degree	Marks
16 years education	Matriculation	20%
	FSc / FA etc.	30%
	Bachelor	50%
Total		**100%**
18 years education	Matriculation	10%
	FSc / FA etc.	20%
	Bachelor Hons (16 years)	30%
	Masters	40%
Total		**100%**

7. PERIOD OF INTERNSHIP:-

The duration of the Internship shall be minimum **One (01) year**. The Internship is extendable for another period of **One (01) year** subject to satisfactory performance of the Intern, if required by FESCO.

8. REMUNERATION:-

The Interns having 16 Years education shall be paid **Rs.35,000/-** per month whereas, the Interns having MPhil / ACMA / CA (finalist) / ACCA shall be paid **Rs.40,000/-** per month without any other departmental benefits.

9. TERMINATION / LIMITATION OF INTERNS:-

The engagement of Interns shall be terminated upon the following;

a. Successful completion of internship period (automatic termination).

b. Internship can be cancelled by both parties on One (01) month notice.

c. The Internship shall be terminated with immediate effect without any notice on account of any misconduct on part of the Intern in terms of disclosure of official information, willful absence from duty, late arrival for duty, willful damage to assigned gadgets, mis-behave with colleagues etc.

d. Internship can be cancelled by FESCO without intimating any reason.

10. TERMS & CONDITIONS:-

a. The Interns shall not consider his/her offer of internship as an offer of appointment for any regular/contract position. However, they can be given preference at the time of regular recruitment through open competition if they qualify for all stages of the process.

b. The Interns shall work as per their assigned job and shall observe discipline.

c. The applicants are required to produce, upon arrival, the verified testimonial from the concerned regulatory bodies (i.e. Board of Intermediate & Secondary Education, Board of Technical education, HEC/PEC/PMDC etc.)

d. 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.

e. At the end of his/her internship period, the candidate is required to submit a comprehensive report based on his / her experiences / learning / suggestions / proposals for improvement in the system.

f. The performance evaluation of the interns shall be made by the respective directorate and experience certificate & further extension shall be made on the basis of that evaluation.

11. CODE OF CONDUCT & DISCIPLINE FOR INTERNS:-

For implementation of above policy, following code of conduct shall be ensured by the Interns ;

a. Full time internship i.e., presence & working on notified timings.

b. Formal dressing.

c. Observing official timing/punctuality.
d. Compliance to official instructions. Avoid grouping, politics & unionism.
e. Adherence to Job description.
f. Behavior with colleagues and seniors.
g. Confidentiality of the official information.
h. To ensure proper utilization of official equipment if allocated.
i. Avoid misuse of official phone
j. Avoid unnecessary leaves. However, in case of any acute emergency and unaidable reason, the intern shall be allowed 02 Leaves per Month.
k. The Interns shall not introduce him / herself or act as an employee of FESCO at any forum.

12. EXPERIENCE / INTERNSHIP CERTIFICATE:-

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

a. EXPERIENCE CERTIFICATE

In case the Intern during his / her internship period, strictly adhere to the above laid down terms & conditions, code of conduct and earn satisfactory performance report from the reporting officer and upon submission of Internship Report, he/she will be awarded Experience Certificate.

b. INTERNSHIP CERTIFICATE

Upon ordinary completion of the internship period, if the candidate fails to submit his/her **Internship Report**, the Intern will be provided only Internship Certificate.

13. INTERPRETATION OF POLICY:-

The responsibility of interpretation/clarification on above policy will rest with Human Resources Directorate FESCO. However, BOD FESCO shall have powers to relax, amend or repeal any provision of above policy.