

Subject: **INTERNSHIP POLICY OF PROVINCIAL DISASTER MANAGEMENT AUTHORITY (PDMA) KHYBER PAKHTUNKHWA**

Requests are being received in Provincial Disaster Management Authority Khyber Pukhtunkhwa (PDMA) for internship from various Educational Institutions i.e. Universities and Colleges in the province for short duration. Individual requests are also being received from students who want to work voluntarily with PDMA for the sake of experience. Therefore, following Policy for engaging volunteer interns with PDMA shall be followed with immediate effect.

- i) PDMA will provide internship for enrolled, interested and eligible postgraduate students of HEC recognized Government/Semi- Government Educational Institutions for a period not less than four weeks and not more than eight weeks. However, PDMA reserves the right to terminate the internship of an intern at any stage. The intern will be at liberty to leave the internship any time subject to production or receipt of written request of recommending institute/organization.
- ii) A request for internship shall be addressed to the Director General PDMA by the students and routed through their respective heads of the Educational Institutions or Head of Departments. Direct applications shall not be entertained.
- iii) Only students of the following disciplines will be eligible for internship in PDMA:

MBA/Management	Economics	Civil Engineering
Planning & Development studies	Sociology	Monitoring & Evaluation
Computer science/IT	MPA	Disaster Risk Management
Water Management	Environment	--

- iv) Total number of interns to be permitted in PDMA shall not exceed 06 subject to the condition that not more that 02 interns of the same organization/institution will be accepted by PDMA at a time.
- v) The internship is neither an offer of appointment nor it confers any right of future employment in PDMA-PaRRSA or in any government body/department in the province.
- vi) Internship will be on voluntarily basis and PDMA shall not pay any salary/remuneration or stipend to the interns for the period. The intern shall not be entitled for any benefit in cash or kind from PDMA or the Government of Khyber Pukhtunkhwa.
- vii) The concerned head of educational institution/department who recommends the student will be informed as early as possible about the acceptance or rejection of the application.
- viii) The Director General PDMA is authorized to accept or reject any application for internship without assigning any reason. The acceptance or rejection of any application shall not be challengeable in any court of law. However, a presentation against the decision of the Director General PDMA with regard to rejection of any application for internship may be made by the applicant to the Secretary Relief, Rehabilitation and Settlement Department Khyber Pukhtunkhwa for review whose decision shall be final.

- ix) Only on successful completion of internship, the interns will be awarded a completion certificate which will be issued under the signature of the Director General PDMA or Director HR&Admin PDMA. This certificate will be issued on the basis of final evaluation report of the concerned officer of PDMA.
- x) Interns shall submit a report to the Head of their concerned educational institutes on successful completion and a copy of the same shall invariably be shared with PDMA. In case of failure, more student(s) of that institute shall not be accepted as intern in PDMA.
- xi) Interns shall not have the right to advance objection on his/her placement made by PDMA.
- xii) Interns shall neither bring friends/guests in the PDMA premises nor attend guests therein.
- xiii) Interns shall be responsible for his/her own arrangement regarding travelling, food, parking etc.
- xiv) Interns shall neither pose as Government servant or PDMA employee nor be entitled to represent PDMA officially.
- xv) Interns shall abide the general office decorum and maintain the discipline.
- xvi) Interns shall follow/observe office hours and confidentiality requirements of PDMA.
- xvii) Interns shall give a surety bond to the effect that he/she shall abide by all the rules and regulations of PDMA including this policy and shall be responsible for any loss, misuse or theft of the PDMA-PaRRSA equipments / official things which are entrusted to him/her for official work. In case of any loss to the equipments, he/she shall be responsible to pay the amount or provide equipments in lieu thereof due to his/her negligence.
