



Date: 18-Nov-21
Circular # HR 51-2021

INTERNSHIP POLICY

1. **Prelude.** Fresh graduates/ eligible individuals may seek work exposure with GO that could subsequently serve for their career(s) base. GO welcomes such aspirants and would endeavour to contribute in their career making.

2. **Aim.** Policy lays down guidelines, norms and standards for Internees to train and attain practical experience in the Company.

3. **Sequence**

- a. Objectives.
- b. Selection Criteria.
- c. Selection Process.
- d. Internship Duration.
- e. Stipend.
- f. Leave Entitlement.
- g. Terms and Conditions.

4. **Objectives – GO Internship Policy**

- a. Provide short-term work experience to the internee(s) in their field of study.
- b. Program shall encompass practical exposure with structured learning aimed at achieving objectives of the Company.
- c. Develop/ build a talent pool.

5. **Selection Criteria**

- a. Minimum BBA/ B.Sc Engineering/ B.Sc. Computer Sciences and MBA candidates/ applicants shall be eligible/ accepted as Internees.
- b. Candidate(s) must sign agreement before starting the Internship Program.
- c. Those enrolled on first degree programs should have completed two years of full-time study.
- d. Internee(s) should be between 20 to 35 years of age.
- e. Each Department can have maximum up to 3 x Internees at one time.

6. **Selection Process**

- a. HR Department may advertise vacancies on the Company website, share information with different educational institutions or use any other appropriate mean after receipt of requisition(s) from the department(s).
- b. HR Department shall short list suitable candidates and arrange their interviews.
- c. Interview panel shall consist of the following:-
 - (1) GM HR.
 - (2) Head of the concerned department.

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- d. Applicant(s) should fill application form and submit letter of the sponsoring institution (University/ College) on their official letterhead.
7. **Internship Duration.** Appointment under an Internship Program shall be for three months, which could be extended up to six months on recommendation of the concerned Head of Department (HoD).
8. **Terms & Conditions**
- Departments that require internee(s) shall develop specific program for them.
 - Internship period will not be less than one month and beyond six months.
 - Interns will have controlled access to the available office accessories (computers and work related resources etc).
 - Internees shall be offered opportunity to take part in relevant activities as part of their development and exposure.
 - An Internee can apply for temporary or permanent position during or at the end of internship; however, he/ she shall have to meet selection criteria and compete with others to be selected as an employee of the Company.
 - During Internship Period, Internee(s) shall be entitled to one day leave per month other than the gazetted holidays. Surplus leaves shall be without stipend.
 - After completion of tenure, internee shall be required to submit written report covering all aspects of his/ her internship.
 - Concerned HoD shall also forward his comments/ evaluation along with the Internship Report.
 - HR Department shall issue an 'Internship Certificate' to the internee highlighting his/ her potentials after completion of the Internship Program.
 - Interns shall abide by the Company's rules & regulations.
9. **Stipend.** Internees shall be awarded an amount of Rs.10,000/- per month as stipend during the period of internship.
10. HR Department shall be the custodian of this policy.

Brig Muhammad Naeem Sarwar (Retd)
General Manager HR

Khalid Riaz
Chief Executive Officer

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