

POLICY FOR INTERNSHIP IN SURVEY OF PAKISTAN.

1. Survey Training Institute, Islamabad will announce internships to the student studying in HEC accredited universities in Surveying and Mapping related disciplines like Geoinformatics, Geomatics, RS, GIS, Space Science, Computer Sciences, Data Sciences, Information Technology etc.
2. Candidates shall have completed at least two years out of four years Bachelor's Degree or have been enrolled in the Master's Program.
3. All internships will be unpaid.
4. The candidates applying for the internship should apply through prescribed application forms either online or offline.
5. Incomplete applications and late submissions shall not be considered.
6. Candidates will have to appear before the Intern Selection Committee appointed by Survey of Pakistan for interview to be arranged in due course.
7. Final selection of candidates for internship is purely the responsibility of Survey of Pakistan.
8. Survey Training Institute, Islamabad will announce topics/projects for internship.
9. Shortlisted candidates will be assigned specific projects and assignments as per their expertise & skills to perform during the period of internship.
10. The period of internships may ordinarily vary from 1.5 month to months (subject to availability of mentor from department) depending upon the projects and assignments assigned however, the department reserve the right to further extend the period of internship in exceptional cases.
11. Internship is not an offer of employment in any way nor does it confer any right to the internee for continuance of internship after prescribed period.
12. The projects and assignment of internships may either be assigned to an individual alone or to a group of maximum 03 candidates.
13. A mentor nominated will supervise all activities of concerned project and assignments to be performed/executed by the internee.
14. The mentor will be responsible to report performance of internee to the concerned director throughout the period.
15. On suitability basis, the selected internee may be referred to any directorate of Survey of Pakistan.
16. At the end of successful completion of internship and satisfactory report by the mentor, internship completion certificate will be issued to internee.
17. All interns shall be required to submit a report about the project/assignment completed by him/her at the completion of their internship. The report shall encompass brief on their experiences, learning and suggestions for improvement, if any. Instead of a report, an intern can also write a research paper if he /she has completed a research working during the internship.

18. The intern will be governed by the rules and regulations of the organization i.e. Survey of Pakistan including but not limited to, observance of working hours, confidentiality and discipline. The noncompliance of the said rules and regulations shall make the internship liable to termination of the internship.
19. The internee will accept all decisions of the management in respect of placement in any directorate, section or office or any other issue relating to the internship, such decision shall be binding and shall not be challenged in any court of law by the intern or any other person acting through or under him.
20. Survey of Pakistan reserves the right to terminate at any time the internship of any or all the interns without assigning any reasons of giving notice thereof.
21. The intern can request for termination of internship on giving 07 days' notice in writing to the management. In such, a case, however, the intern shall not be entitled to receive internship completion certificate.
22. Survey of Pakistan shall terminate the intern if it is proved, beyond a reasonable doubt, that there has been disclosure of an official confidential documents or information. Further, the intern shall be liable for legal proceedings under the relevant laws before a court or tribunal of competence jurisdiction.
23. There is no guarantee of a job after completion of the internship.
24. No TA/DA/Travelling Expenses will be paid for the interview or during internship.
25. No official accommodation will be provided during internship.
26. The proper security clearance of the internees will be got vetted to avoid any unpleasant activity.
27. Internees must be issued identification pass. At the end they may be required to submit their Identification Pass to the Supervisor.
28. Grades on Certificate will be awarded to the internees at the end of internship period.
29. No dual nationality holder is allowed for internship.
30. Internees must be assessed regularly and the grades of weekly assignments will be included in the final assessment/exams.
31. The internees will be prohibited strictly for use of smart phones and cameras in order to avoid the leakage of sensitive information from Security Point of Views.
32. Internees will not be allowed to bring Lap Tap/USB with them in the premises of Institute and class room.

COMMITTEE FOR SELECTION OF INTERVIEW.

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| a. | Director Survey Training Institute | Chairman |
| b. | Chief Instructor, Survey Training Institute | Member |
| c. | SAO-II | Member |

Authority:- SGO letter No. No. 270 /18-N-4/Org., dated 16th March, 2020..