



BALASORE SOCIAL SERVICE SOCIETY

An Organization for the Development of People

Internship Application Form

| A. Personal Details | |
|--|------------------------|
| Name: (CAPITAL LETTERS) | |
| Date of Birth: | |
| Gender: | |
| State of Origin: | |
| Nationality: | |
| Mobile Number: | |
| Email: | |
| Course currently being pursued: | |
| Specific Skills: | |
| Training/Workshop Attended (if any): | |
| Languages (Spoken/ Written): | |
| Whether familiar with Computer/Internet? : | Yes [] / No [] |
| B. Academic Institution details | |
| Institute Name: | |

| | | |
|---|------------------------|-----|
| Institute Address & Email: | | |
| Contact Person / Guide: | | |
| Contact Person Phone: | | |
| Contact Person Email: | | |
| <i>*Please include request letter from the institute</i> | | |
| C. Internship Details | | |
| Duration: | From: | To: |
| Total Weeks: | | |
| Areas of Interest: | | |
| Do you have any previous experience of interning? : | Yes [] / No [] | |
| Reasons for joining as Intern: (A 150 words write-up on why you wish to intern with BSSS and how do you think you will be able to contribute as an intern) | | |
| | | |

Terms and Conditions for Interns

1. Tenure of Internship:

The duration of Internship shall be maximum for 1 month (30 days).

2. Stipend:

There is no provision for financial compensation as the internships are unpaid.

3. Logistic:

- Interns may be provided with laptop/desktop, internet, components & project equipment if required and available in organization.
- Interns may be provided conference hall for documentation work during their internship period when at BSSS office, Balasore.
- Interns will arrange their own accommodation, food and travel. In case these are arranged by the organization, the interns shall pay the charges.

4. Working Hours:

The Interns shall follow the normal office working hours as prescribed (i.e. 9:00 AM to 5:00 PM). However, as per the exigency one may have to sit late to complete the time bound work.

5. Conduct, Work and Performance:

- The Intern shall produce the Request letter issued from the University/Institute along with the ID proof on the day of joining BSSS for Internship.
- The Interns shall be duty-bound to follow the methodology and instructions given by the project supervisor and adhere to the timeframe for various aspects of the project.
- Conduct, work and performance of the Interns should be reviewed periodically by the project supervisor under whose jurisdiction the intern will be carrying out the project.
- The Intern shall present a report of his/her learning through powerpoint presentation at the time of exit interview.
- Interns shall be liable for costs accrued on account of any loss that might be caused to BSSS due to lapse on his/her part while discharging in willful or accidental manner including fraud, etc.
- The Intern, under no circumstances shall claim to become the employee of BSSS.
- BSSS will not offer any employment after the completion of the internship programme as the internship is neither an employment nor an assurance of an employment by the organization.
- The candidates will abide by the rules of the organization and the organization may debar the candidate if he/she is found in violating the rules and regulations including the poor performance during the training.
- BSSS has Sexual harassment, Safeguarding and Child Protection Policies. Interns will be required to read these policies and abide by the same during the course of their engagement with BSSS. Violation of these policies may lead to disciplinary actions against the concerned candidate(s).
- If the Intern decides to discontinue, he/she should submit 7 days prior notice in writing, failing which he/she shall not be awarded Internship Certificate.

6. Certificate:

Interns who have completed the Internship having submitted the completion report to the Director would be issued Certificate of Internship.

7. No other Assignment:

The engagement is on a full-time basis and the Intern shall not take any other assignment during the internship period at BSSS.

8. Termination of Assignment:

BSSS shall be within its right to terminate the Internship without assigning any reason whatsoever in following cases.

- Any violation of instructions or suppression of facts or disclosure of BSSS' matters, records, documents etc. in hard or soft form to an outsider.
- In the event of unsatisfactory performance or indiscipline noticed at any time, the concerned intern may be discontinued by BSSS before completion of the term of internship, without any Certificate of Internship.
- BSSS may disengage the Intern if the services of the Intern are no longer required.

9. Confidentiality of Data and Documents:

- Interns shall maintain confidentiality of data and shall not divulge or disclose to any person any sensitive information of the project.
- Interns shall not divulge or disclose to any person any details of BSSS' administrative/operational process, and other organizational matters.

10. Conflict of Interest:

The Intern shall in no case represent or give opinion or advice to others in any matter which is averse to BSSS.

11. Any or all the terms and conditions can be changed with the approval of Director, BSSS, Balasore.

The information cited above is true to the best of my knowledge and I also declare to abide by the terms & conditions mentioned above for doing my internship at BSSS. There will be no change in the T&C after signing of this form by the applicant.

Name of the Applicant:

Name of the University/Institute:

Signature of the Applicant:

Date:

****Scan & Mail this completed form along with your updated CV & ID Card to –***
talk2bsss@gmail.com