

POLICY ON INTERNSHIP PROGRAM

Ujjivan's Internship Program offers every individual who meets the eligibility requirements; under his/her professional capacity to work with Ujjivan on a defined project for any period of time between three months to six months. Ujjivan's Internship Program is designed keeping in mind that the project or assignment so designed ensures required exposure of the incumbent to the business model, stakeholders and implications of cross functioning of support functions, as may be relevant. During this period the interns are required to work under the guidance of the assigned mentor.

OBJECTIVE

- Provide opportunities for scholars and/or students to gain practical exposure.

ELIGIBILITY

- Applicants should be a Graduate or a Post Graduate student.
- Should possess basic computer skills for example proficiency in Microsoft Office or equivalent.

DURATION

The duration of internship can range between 1-3 months. The duration of the internship will depend on the projects assigned to the intern. Any internship for more than 3 months will be considered only on an exceptional basis and will be approved by the Head of HR.

PROCESS

1. Applicants/Institutes will approach Ujjivan or Ujjivan may approach institutions to explore the possibility of doing an internship.
2. The interns may forward their resumes to the following email ids:
gautam.bhut@ujjivan.com
careers.corporate@ujjivan.com
3. The selection process shall include screening of resumes, followed by face to face to interview of shortlisted candidates.
4. If shortlisted, the details of the project will be shared with the selected candidates.
5. The list of documents required at the time of joining are as below:
 - Indian Intern:
 - a. Resume
 - b. Copy of Education Certificates
 - c. Copy of Address Proofs
 - d. 1 Photograph
 - e. Contact Details – Email and Phone Number
 - f. Emergency Contact
 - In the case that the intern is not an Indian National the below documents would also be required
 - a. Resume
 - b. Copy of Education Certificates
 - c. Copy of Address Proofs

- d. 1 Photograph
 - e. VISA
 - f. Copy of Passport
 - g. FRRO Registration
 - h. Tickets and VISA details to be sent to the HR at least one week prior to their arrival
 - i. Emergency Contact
 - j. Contact Details – Email and Phone Number
6. The intern is required to comply with the terms and conditions of internship with the organization, which includes signing on non-disclosure agreement, and also code of conduct which includes observance of office timings etc.
 7. The intern is required to submit a report on their work which will be evaluated by their respective mentor.
 8. On successful completion of internship and upon submission of the report the intern will be awarded a "Certificate of Merit"

LEAVE ENTITLED

1. Interns pursuing an internship up to 2 months will not be entitled to any leaves other than the holidays listed by Ujjivan.
2. Post 2 months the interns will be allowed 1 day leave for every month.

COMPENSATION

- Interns pursuing an internship up to 2 months will not be paid any stipend.
- A graduate or post graduate student applying for an Intern position for a duration between 2-3 months will be paid a monthly stipend of Rs.5,000/- and Rs.7,500/- respectively based on prior approval of Head of HR.
- SIM Card will be provided based on the project and subject to the approval of the head of the dept. In that case, the actual phone bill amount as provided by the admin dept. would be deducted from the stipend of the intern.