

Saija Finance Pvt. Ltd.

Internship Policy

Summer/Winter Internship

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Summer/Winter Internship Policy

1. Objective

SAIJA offers internship to students, in India or abroad, with strong academic background and pursuing post graduate courses in management, agribusiness, rural development, finance, public policy, economic and/or international development. Internship involves short duration study/research on contemporary topics and provides excellent experiential learning opportunities.

The topics for internship would, in most cases, be decided by Saija but alternatively, the student could also give his proposal, which could be considered for its suitability. Internships are available round the year.

2. Development of project proposals

In order to optimize the benefits through summer internships, there is need to have systemic approach to

- Identification of suitable projects,
- Detailing in terms of objectives, man days, expenditure, location of project etc. and
- Identification of the guide.

Such project proposals will be scrutinized by the functional heads and approved for offering to interns. Please see annexure 1 for details.

3. Planning and execution

The interns are required to follow the guidelines and comply with the rule. Further each trainee is expected to do the following in order to learn and contribute to SAIJA.

- Understand the project aim, objectives and scope
- Develop clear cut plan, schedule and methodology to carry out the project study
- Fix dates for review of progress of work
- Fix date and venue for final presentation. The HR representative and the guide need to identify the person to be present in the final presentation

4. Stipend

Interns would receive a consolidated stipend depending upon the given project and its duration.

5. Certificate

On successful completion of his internship, the student would be offered a certificate of assessment reflecting his merit of work.

6. Circulation of project outcomes

Each such project will be produced in 3 copies for

- Keeping in library in charge of HR
- For the guide and
- The proposed workgroup/unit.

It is important to ensure utilization of project outcomes in SAIJA

7. Process and role card in internship process (Annexure 1)

		Departmental Head/Guide	Manager HR
1	Identify potential project to offer to the candidates seeking internship with SAIJA	X	
2	Identify the project and guide from the projects proposed earlier by the workgroups	X	
3	Offer the internship defining the project, scope and guide based on the description given by the authors of the project	X	
4	Communication of the internship to the guide and candidate	X	X
5	Plan the project and guide the candidate	X	
6	Review the progress of the project	X	
7	Arrange for presentation of the project work by the candidate to appropriate senior colleagues		X
8	Arrange to send the summary of the project work to HO for library or relevant department		X

8. How to Apply

Please submit the following:

1. Cover Letter outlining your interest in SAIJA and the internship project.
2. Updated Resume
3. Internship Application Form

Apply by email stating the area of internship applied for in subject line along with above documents: hr@saija.in

Personal Interviews will be conducted as part of the final selection process.

**9. Application Form for Internship
(Annexure 2)**

1. Name:
2. Father's Name:
3. Sex: Male/Female
4. Marital status:
5. Date of Birth:
6. Nationality:
7. Present residential address:

Telephone No

Email:

Permanent address:

8. Dates proposed for internship (day/month/year):

From:

To:

9. a. Education details:

S. No.	Education	University/Institution	Status	Year of Passing
1				
2				
3				
4				

b. Work Experience:

S. No.	Organization	Year	Designation	Job Profile
1				
2				
3				

10. Please write a short paragraph on why you would like to join Saija and the area of your interest.

11. Do you have any skills or knowledge, which you believe will be useful for Saija?

12. Computer Proficiency:

13. Language Proficiency:

Languages	Read	Write	Speak

14. Can you arrange for a place of stay & transportation in Patna, Bihar?

Signature

Date:

Place:

All applications may be sent to: -

HR-DEPARTMENT

Saija Finance Private Limited,
3rd Floor, Uma Complex,
Fraser Road,
Patna-800001

Tel: 0612-2332009

Alternatively, soft copy could be sent at hr@saija.in