

## THE UJJIVAN INTERNSHIP PROGRAM POLICY

Ujjivan Financial Services Pvt. Ltd. is a micro-finance NBFC which provides financial services to urban and semi-urban economically active poor women across India.

Under the Internship Program an Intern may be asked to get involved in a project based on their area of interest and/or expertise. This gives the interns an opportunity to get involved in a project that can help them gain some valuable knowledge and a chance to interact with the people at the grass root level. In addition, if an intern is interested in supporting Ujjivan in some manner or wants to work with Ujjivan as an employee, then he/she can apply for the same. An intern can apply for the internship at any time during the year.

**\*The terms and conditions of Internship Program Policy apply to both Indian as well foreign nationals.**

### OBJECTIVE:

As an Intern, an individual has the opportunity to work in a well defined and structured project and gain valuable insights into the working of Ujjivan. This can help an intern gain practical exposure on micro financing and understand the methodologies used in microfinance.

### DURATION:

The duration of internship can range anywhere between 1-6 months. The duration of the internship will depend on the project each intern is assigned to, based on his/her area of interest. An individual can apply for either of the two internship programs based on their highest educational qualification.

**Long Term Internship (3-6 months):** For long term internships an individual needs to have minimum qualification of a graduate.

**Short term Qualification (up to 3 months):** Short term internship can last from a few days up to 3 months. This program is open to high school students, undergraduates, and anyone else who is interested in doing an internship with Ujjivan.

### ELIGIBILITY:

Application and selection for the internship program is subject to some eligibility criteria. An individual applying for an internship to Ujjivan:

- Must show evidence of strong interest to work in the social sector and a keen desire to work and learn in an open and intense environment.
- Must possess good working knowledge of MS Office (Word, Power point, Excel etc.) or an equivalent software package.

### CONDITIONS FOR THE INTERNSHIP:

- All interns are assigned to a project supervisor, who has the responsibility of designing a clearly defined and well structured internship program for the intern.
- At the end of the internship, the intern will be required to make a presentation and submit a report on the assignment undertaken by intern.
- An evaluation is done by the supervisor at the end of the program and based on the PPT/report.
- All interns are required to observe the timings and disciplines applicable to all Ujjivan staff.
- All interns must sign an agreement with Ujjivan agreeing to the terms and conditions of working with the organization, including the conditions of service and details of confidentiality (Non-

disclosure agreement).

**LEAVE ENTITLED:**

- Interns will not be entitled to any leaves other than 2 Saturdays off in a month which is fixed for all Ujjivan staff.
- Sick leave will be approved on producing a doctor's certificate.

**COMPENSATION:**

The internship Program at Ujjivan is not a paid program. Only Incidental expenses (travel and accommodation) related to the internship will be reimbursed by the company on producing original bills.

**RESPONSIBILITIES**

- All interns are expected to follow the Ujjivan Personnel Policies as detailed in the Ujjivan "Employee Handbook" including dress code, work ethics and professional behavior.
- All interns are expected to behave with decorum and respect all staff irrespective of gender and seniority.

*Any deviation is likely to result in Ujjivan immediately terminating the internship and refusing to provide the intern with an Internship Certificate.*

**HOW TO APPLY:**

Applications for internship must be addressed to the Human Resource Department as per the Ujjivan Internship Application format at the address mentioned below:

**HR DEPARTMENT**

**UJJIVAN FINANCIAL SERVICES PVT LTD**

#93 Jakkasandra Extension,

Sarjapur Main Cross Road,

Koramangala 1<sup>st</sup> Block,

Bangalore - 560034

India

E-Mail: [hr.blr@ujjivan.com](mailto:hr.blr@ujjivan.com)

Phone: 91-80-40712121