



## PRIME MINISTER INTERNSHIP PROGRAM

Prime Minister envisioned National Youth Development Framework (NYDF) to empower youth and bring employment opportunities under which Pakistan Post has initiated Prime Minister Internship Program under which opportunity is being offered across the country for internship, starting from 4<sup>th</sup> Nov-2019. The criteria for the Prime Minister Internship Program are as under:

Title	Eligibility	Age	Internship Duration
Internship program - A/B/C	Matriculation /Equivalent Graduation /Equivalent	20-30 years	1- Month

### Internship Modules Program A: (Franchise Post Office)

- Understanding of Postal Products
- Accounting Procedures
- Hands on training for booking of Postal Products
- Preparation of bill & commission on different services as franchisee

### Internship Module Program B: (Insurance Agents)

- Types of insurance policies
- how to become PLI agent
- Calculations related to insurance premium
- Marketing for insurance
- Legal formalities

### Internship Module Program C: (E- Commerce)

- Basics of E-Commerce
- Web portals to start E- business
- Role of delivery partner in e-commerce
- How to become successful e-commerce entrepreneur
- Understanding of cash on delivery

## IMPORTANT INFORMATION:

- I. 1<sup>st</sup> internship program will start from 4<sup>th</sup> of November 2019.
- II. Female candidates are especially encouraged to apply. 20% women quota will be applicable.
- III. The internship will be governed under the given terms and conditions.
- IV. No TA /DA/Stipend/Accommodation will be paid/provided for the training.
- V. Incomplete applications and late submissions will not be considered.
- VI. Any violation of these terms and conditions will render the internship liable to be terminated.
- VII. Candidates are advised to apply on the proforma available on [www.pakpost.gov.pk](http://www.pakpost.gov.pk). All applications shall either be submitted through email or reach concerned officers given below, on or before 21<sup>st</sup> October, 2019.
- VIII. Candidates are requested to send complete documents duly attested, only by registered post, to the AD Staff of their respective district as given in the tables below:

<b>Postal Address: AD (STAFF), OFFICE OF THE POSTMASTER GENERAL, NORTHERN SINDH CIRCLE, HYDERABAD.</b>					
<b>E-mail: pmip.hyd@pakpost.gov.pk</b>					
	Mirpurkhas	<b>12.</b>	Thatta	<b>23.</b>	Hyderabad
<b>2.</b>	Sanghar	<b>13.</b>	Sukkur	<b>24.</b>	Latifabad
<b>3.</b>	Thar	<b>14.</b>	Ghotki	<b>25.</b>	Mirpurkhas
<b>4.</b>	Umerkot	<b>15.</b>	Khairpur	<b>26.</b>	Sanghar
<b>5.</b>	Badin	<b>16.</b>	Larkana	<b>27.</b>	Dadu
<b>6.</b>	Tando Allahyar	<b>17.</b>	Shikarpur	<b>28.</b>	Sukkur
<b>7.</b>	Matiari	<b>18.</b>	Jacobabad	<b>29.</b>	Khairpur
<b>8.</b>	T.M.Khan	<b>19.</b>	Kambar @ SHD Kot	<b>30.</b>	Larkana
<b>9.</b>	Hyderabad	<b>20.</b>	Kandhkot	<b>31.</b>	Shikarpur
<b>10.</b>	Jamshoro	<b>21.</b>	Nawabshah	<b>32.</b>	Jacobabad
<b>11.</b>	Dadu	<b>22.</b>	Noushero Feroz	<b>33.</b>	Nawabshah

<b>Postal Address: AD (STAFF), OFFICE OF THE POSTMASTER GENERAL, METROPOLITAN CIRCLE, KARACHI</b>			
<b>E-mail: pmip.khi@pakpost.gov.pk</b>			
<b>1.</b>	Karachi North	<b>3.</b>	Karachi West
<b>2.</b>	Karachi South	<b>4.</b>	Karachi East

<b>Postal Address: AD (STAFF), OFFICE OF THE POSTMASTER GENERAL, KHYBER PAKHTOON KHWA CIRCLE, PESHAWAR</b>					
<b>E-mail: pmip.pes@pakpost.gov.pk</b>					
<b>1.</b>	Peshawar	<b>7.</b>	Battagram	<b>13.</b>	Bannu
<b>2.</b>	Mardan	<b>8.</b>	Kohistan	<b>14.</b>	Laki Marwat
<b>3.</b>	Sawabi	<b>9.</b>	Judba	<b>15.</b>	Karak
<b>4.</b>	Charsadda	<b>10.</b>	Abbottabad	<b>16.</b>	Kohat
<b>5.</b>	Nowshera	<b>11.</b>	Haripur	<b>17.</b>	Tank
<b>6.</b>	Mansehra	<b>12.</b>	D.I.Khan	<b>18.</b>	Hangu

<b>Postal Address: AD (STAFF), OFFICE OF THE POSTMASTER GENERAL, FC, AJK &amp; GB CIRCLE, ISLAMABAD.</b>					
<b>E-mail: pmip.isb@pakpost.gov.pk</b>					
<b>1.</b>	Islamabad	<b>8.</b>	Poonch	<b>15.</b>	Hunza
<b>2.</b>	Haveli AK	<b>9.</b>	Sudhnoti	<b>16.</b>	Astore
<b>3.</b>	Neelum AK	<b>10.</b>	Bhimber	<b>17.</b>	Ghizer
<b>4.</b>	Bagh A.K	<b>11.</b>	Mirpur (A.K)	<b>18.</b>	Skardu
<b>5.</b>	Hattian Bala AK	<b>12.</b>	Gilgit	<b>19.</b>	Shigar
<b>6.</b>	Muzaffarabad AK	<b>13.</b>	Diamer	<b>20.</b>	Kharmang
<b>7.</b>	Kotli	<b>14.</b>	Nagar	<b>21.</b>	Ghanche

<b>Postal Address: AD (STAFF), OFFICE OF THE POSTMASTER GENERAL, BALUCHISTAN CIRCLE, QUETTA.</b>					
<b>E-mail: pmip.qta@pakpost.gov.pk</b>					
<b>1.</b>	Quetta	<b>16.</b>	Khuzdar	<b>31.</b>	Jafferabad
<b>2.</b>	Loralai	<b>17.</b>	Awaran	<b>32.</b>	Dera Bugti
<b>3.</b>	Ziarat	<b>18.</b>	Kalat	<b>33.</b>	Nasirabad
<b>4.</b>	Pishin	<b>19.</b>	Chaghi	<b>34.</b>	Bolan
<b>5.</b>	Killa Abdullah	<b>20.</b>	Lasbela	<b>35.</b>	Harnai
<b>6.</b>	Zhob	<b>21.</b>	Washuk	<b>36.</b>	Jhal Magsi
<b>7.</b>	Barkhan	<b>22.</b>	Nushki	<b>37.</b>	Sohbat Pur
<b>8.</b>	Musakhel	<b>23.</b>	Chaghi	<b>38.</b>	Sohbat
<b>9.</b>	Kohlu	<b>24.</b>	Kharan	<b>39.</b>	Dera Bugti
<b>10.</b>	Sherani	<b>25.</b>	Surab Sikandarabad	<b>40.</b>	Dera Allaha Yar
<b>11.</b>	Mastung	<b>26.</b>	Panjgur	<b>41.</b>	Usta Muhammad
<b>12.</b>	Duki	<b>27.</b>	Gawadar	<b>42.</b>	Kachhi Bolan
<b>13.</b>	Killa Saifullah	<b>28.</b>	Kech	<b>43.</b>	Manjhi Pur
<b>14.</b>	Kohlu	<b>29.</b>	Sibi		
<b>15.</b>	Maiwand	<b>30.</b>	Lehri		

<b>Postal Address: AD (STAFF), OFFICE OF THE POSTMASTER GENERAL, CENTRAL PUNJAB CIRCLE, LAHORE.</b>					
<b>E-mail: pmip.lhr@pakpost.gov.pk</b>					
<b>1.</b>	Lahore	<b>7.</b>	Gujranwala	<b>13.</b>	Chiniot
<b>2.</b>	Okara	<b>8.</b>	M.B.Din	<b>14.</b>	T.T.Singh
<b>3.</b>	Kasoor	<b>9.</b>	Faisalabad	<b>15.</b>	Sheikhupura
<b>4.</b>	Sialkot	<b>10.</b>	Sargodha	<b>16.</b>	Nankana
<b>5.</b>	Narowal	<b>11.</b>	Khushab		
<b>6.</b>	Gujrat	<b>12.</b>	Jhang		
<b>Postal Address: AD (STAFF), OFFICE OF THE POSTMASTER GENERAL, NORTHERN PUNJAB CIRCLE, RAWALPINDI.</b>					
<b>E-mail: pmip.rwp@pakpost.gov.pk</b>					
<b>1.</b>	Rawalpindi	<b>3.</b>	Bhakkar	<b>5.</b>	Jhelum
<b>2.</b>	Mianwali	<b>4.</b>	Chakwal	<b>6.</b>	Attock

<b>Postal Address: AD (STAFF), OFFICE OF THE POSTMASTER GENERAL, SOUTHERN PUNJAB CIRCLE, MULTAN.</b>					
<b>E-mail: pmip.mtn@pakpost.gov.pk</b>					
<b>1.</b>	Multan	<b>6.</b>	Bahawalpur	<b>11.</b>	Bahawal Nagar
<b>2.</b>	D.G.Khan	<b>7.</b>	Lodhran	<b>12.</b>	Sahiwal
<b>3.</b>	Rajanpur	<b>8.</b>	Khanewal	<b>13.</b>	Pakpattan
<b>4.</b>	Muzaffar Garh	<b>9.</b>	Vehari		
<b>5.</b>	Layyah	<b>10.</b>	Rahim Yar Khan		

## **TERMS AND CONDITIONS OF PRIME MINISTER INTERNSHIP PROGRAM IN PAKISTAN POST**

1. Pakistan Post will make final selection for the Prime Minister Internship Program as per requirements.
2. Prime Minister Internship is not an offer of employment in any way nor does it confer any right to the intern for continuance of internship after a month.
3. The intern will not be entitled to any accommodation, travelling expenses, transport to duty, medical facilities or any other benefits during Internship.
4. The intern will be governed by the rules and regulations of the organization including but not limited to, observance of working hours, confidentiality and discipline. The non-compliance with the said rules and regulations shall make the internship liable to be terminated.
5. The intern will accept all decisions of the management in respect of placement in any committee, branch or office or cell 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.
6. Pakistan Post reserves the right to terminate at any time the internship of any or all the interns without assigning any reasons or giving notice thereof.
7. 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.
8. Pakistan Post shall terminate the intern if it is proved, beyond a reasonable doubt, that there has been disclosure of an official confidential document or information.



**PRIME MINISTER INTERNSHIP PROGRAM PROFORMA FOR INTERNSHIP**

Applied for Internship  A  B  C

Preferred Internship Location \_\_\_\_\_

1 Name of applicant (in capital letters) \_\_\_\_\_

2 Father's/Husband's Name: \_\_\_\_\_

3 Date of Birth 

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4 C.N.I.C. No. 

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5 Details of your academic qualifications. Recent most/ongoing education first.

Qualification (Discipline)	Year	Board /University	CGPA/Div/Grade/ % age of marks	Distinctions / Honors If any

6 Postal Address: \_\_\_\_\_

7 Mobile : \_\_\_\_\_ Landline # \_\_\_\_\_ E-mail): \_\_\_\_\_

**DECLARATION:**I undertake that all the information and documents provided with this application are correct. I further undertake that I am aware of, and will abide by, the terms and conditions of internship at Pakistan Post Prime Minister Internship Program.

Date : \_\_\_\_\_ Signatures of Student: \_\_\_\_\_

**Note:** Please attach attested photocopies of CNIC and four 2" x 2" photographs. Application form and all photocopies of required documents should be attested by a gazetted officer.

Name of Attesting Officer \_\_\_\_\_

CNIC of Attesting Officer \_\_\_\_\_

Stamp \_\_\_\_\_