

NATIONAL HIGHWAY AUTHORITY
Administration Wing- HRD CELL

No. 8(5)-(HRD)/INT/NHA/17/464

27-Mauve Area, G-9/1
Islamabad the 02 February, 2017

To,
Vice Chancellors,
All Universities

Subject: - **NHA INTERNSHIP PROGRAM (JUNE-JULY 2017)**

National Highway Authority (NHA) is an autonomous body working under the Ministry of Communications, Government of Pakistan. NHA is a pioneer organization in the field of Highway Engineering. As the cornerstone of tomorrow's Highway network, NHA functions as the backbone of Pakistan's transportation system and play an important role in the development of economy.

2. In cognizance of the need of internship opportunities for the students in the country NHA has decided to launch its Internship Program for the University students. These students after completion of their Internship get acquainted with the practical aspects of their studies and will be in better position to serve the nation. NHA views this as an essential component of its social & corporate responsibility.

ELIGIBILITY CRITERIA:

3. The students presently enrolled & studying in Masters / Bachelors degree programs of HEC recognized Universities in following disciplines are eligible for the internship:-

- ❖ Civil Engineering / Transportation / Project Management
- ❖ Environmental Sciences
- ❖ Commerce / Finance
- ❖ Computer Sciences / IT
- ❖ Human Resources Management (HRM)/Public Administration / Public Policy / Management / Administrative Sciences

OTHER TERMS & CONDITIONS:

4. NHA will not pay any stipend nor provide any boarding / lodging facility to the internees. On completion of the internship, the successful internees will be awarded Internship completion certificate by the NHA HQs.

5. You are requested to forward the above information to the concerned Deans / Head of the Department of your University for nomination of 02x students. Bio-data form (**Copy enclosed**) along with covering letter may be sent to the undersigned on the following address on or before **17th April 2017:-**

**Director (HRD),
HRD Cell, Room No. G-5,
National Highway Authority,
27-Mauve Area G-9/1,
Islamabad
Tel: 051-9032510**


(MUHAMMAD IFTIKHAR)
Director (HRD)

CC:

Director (MIS) NHA HQ (For placing on NHA Website)

BIO-DATA FORM FOR INTERNEES

STUDENT -1

1. Name of the Student (in block letters) _____
2. Father's Name (in block letters) _____
3. Home District of the Student : _____ CNIC No. (of Student) : _____
4. Address: (a) Permanent: _____
(b) Present Living address of his family: _____
(c) Contact No. of Student: _____
(d) E-Mail address (if any): _____ 5. Gender: Tick (√) : (a) Male (b) Female
6. Date of Birth as per Matric Certificate:- _____
7. Qualification:-

Name of Degree Program (Presently Enrolled) with Discipline/Subject	Enrollment Number	Date of Admission (dd-mm-year)	Present Semester / year	Name of University / Institute	Period of Internship	
					From	To

STUDENT -2

1. Name of the Student (in block letters) _____
2. Father's Name (in block letters) _____
3. Home District of the Student : _____ CNIC No. (of Student) : _____
4. Address: (a) Permanent: _____
(b) Present Living address of his family: _____
(c) Contact No. of Student: _____
(d) E-Mail address (if any): _____ 5. Gender: Tick (√) : (a) Male (b) Female
6. Date of Birth as per Matric Certificate:- _____
7. Qualification:-

Name of Degree Program (Presently Enrolled) with Discipline/Subject	Enrollment Number	Date of Admission (dd-mm-year)	Present Semester / year	Name of University / Institute	Period of Internship	
					From	To

Date:- _____

Signature / Stamp of the
Dean/ Head of the Department: _____

BIO-DATA FORM FOR INTERNEES

Paste 01
photograph

1. **Name of the Applicant: (in block letters)** _____
2. **Father's Name (in block letters)** _____
3. **Address: (a) Permanent:** _____
(b) Present postal address: _____
(c) Telephone/Mobile No.(if any) _____
(d) E-Mail address: _____
4. **Domicile:** _____ **(also mention district of domicile) CNIC No. :** _____
5. **Gender: Tick (✓) the relevant** (a) Male (b) Female
6. **Date of Birth as per Matric Certificate:-** _____
7. **Qualification:-**

Name of Degree Program (Presently Enrolled) with Discipline/Subject	Enrollment Number /Year (dd-mm-year)	Present Semester / year	Name of University / Institute

8. **Choice of Station for Internship (Write 01x only):** _____
NHA HQs- Islamabad
Regional Offices: Karachi – Sukkur -Lahore –Multan- Quetta- Khuzdar- Peshawer- Abbotabad-Gilgit

9. I hereby undertake that the information provided by me is correct. Any information found incorrect at later stage will lead to cancellation of my candidature for Internship. Also, I am aware that incomplete filling up of form will result in disqualification of my candidature, with no subsequent claim whatsoever. I as Internee shall not be treated as NHA employee and my period of Internship shall not be considered or claimed for regularization, promotion and seniority in NHA at any forum. Further I undertake that NHA will not be liable to pay any stipend or provide any boarding / lodging facility. I will refrain to put-up official files, proposals or correspondence under my signatures. I will not involved in any financial or administrative matter decision of project / office. I will be abide by the office decorum.

Date:- _____

Signature of the Candidate: _____