



**Pakistan Engineering Council**

Regulating the Engineering Profession

# GRADUATE INTERNSHIP TRAINING(GIT)

## SOP – Standard Operating Procedure



**Engineering Jobs**



PEC - PPDC

Version June'2023



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## **GIT (Graduate Internship Training) Program**

### BACKGROUND

Pakistan Engineering Council through PPDC launched a paid “Graduate Internship Training “Program for fresh Engineering graduates for period of 6 Months. Prime objective is to provide fresh graduates with hands-on exposure, working knowledge, skill enhancement and professional competence to handle latest techniques and technologies.

### LAUNCH

1st meeting of PPDC was held **on February 04, 2022** in which project charter was pitched for Graduate Internship Training program which was finalized in 2nd PPDC meeting held on 18th March’22 and first AOU (Agreement of Understanding) was signed off on 19th March’22 between PEC and Hattar Industrialists Association & Fellow (Peshawar; Gadoon; Nowshera; Abbottabad; Mardan; Kohat & Mangora-Swat) industrial Associations. Graduate Internship Training Program award of appointment letters ceremony was held on 28th June’2022.

### INTRODUCTION

In efforts to nurture the skill set of young engineers’ internships generated in collaboration of industry. Stipend with joint investment of PEC and industry been allocated for facilitation and growth of Young Engineers. **Graduate Internship Trainee (GIT) Program** is PEC initiative to engage fresh engineers in Industry, major funding being done by PEC (PKR 20,000/- in 2022; PKR 30,000/- in 2023) per Trainee and remaining Rs 10,000/-contribution by Industry for 6 Months Training Period to enhance the industry exposure & Skills of fresh graduates with real world experience.

Multiple MOUs signed off with target vacancies of 5,000.



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## STANDARD OPERATING PROCEDURE

### **For Engineers to Apply:**

1. Young Engineers intends to join program need to submit only their PEC number, Email & password at the following link <https://oit.pec.org.pk/>
2. System based scrutiny of submitted application will be conducted instantly and prior 2019 graduates or engineer having job experience will be regretted.
3. Eligible candidates' names will be forwarded for further processing and Non-Eligible Candidates will be intimated.

### **For Employers to raise requirement to hire Engineers:**

4. For requisition of Young Engineers, employers have to submit their interest at the following link <https://forms.gle/bfPUBf9ossKaE9eF7>
5. Companies/ organizations submitting demand of Internees through email/ letters/ personal visit and on call should be directed to submit request on above Google link positively.
6. Correspondence with the companies/ organizations will be conducted between PEC respective GIT cell and defined Focal Person of company.

### **PEC Scrutiny:**

7. List of Potential candidates will be prepared in accordance with the industry/ employer need.
8. Intake of Batch 2019 to 2023 will be eligible for PEC-GIT Program which every successive year will keep the eligibility for last 5-year batches.
9. Potential list of Candidates will be then subsequently conveyed to employer focal person for E-interview/ Physical interview by the organization as per their need.
10. Commencement of interview process by the employer (if needed) to select suitable internees for placement under PEC-GIT internship program.
11. Focal person of Employer will forward Shortlisted Engineers list to PEC regional coordinator for Scrutiny and onwards processing.

### **Hiring:**

12. After successful scrutiny, respective regional coordinator(s) will forward the name of selected candidates to GIT cell, PEC HQ for issuance of Internship Letters.
13. GIT Cell, PEC HQ will forward the appointment letters to regional coordinators for signature of employer.
14. The employer, after their signature will have to ensure that the candidate signs the copy of the offer letter as their acceptance and the same shall be communicated to regional coordinator, who will forward it to GIT Cell, PEC HQ, Islamabad.



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## **Documentation and Monitoring/Controlling:**

15. After Completion of first month, the employer will submit the Attendance on link at provided Performa indicating engineer Bank Account details and Attendance for claim of stipend.
16. After the completion of 2nd month and onwards, attendance proforma indicating the successful training and attendance of an Intern submitted on link by employer focal person for claim of stipend.
17. The attendance submitted by the employer on link will be forwarded to the respective regional coordinators and coordinator will convey same to the PEC finance department, after scrutiny.

## **Verification before stipend payments:**

18. After receiving the attendance proforma from respective regional Coordinator PEC finance, , will process the case and will prepare a minute sheet of these attendance proformas, which will then be forwarded to IT department for biometric verification.
19. Subsequently, the same verified minute sheet will be submitted to Registrar/ Secretary for approval. Once approved, the same minute sheet, along with accompanying annexures, will be forwarded to the Finance department for the disbursement of the stipends.
20. Attendance proforma will be solicited from the employer by the 25th of the stipend claim month.

## **Mid-period performance review:**

21. After a lapse of three (03) months, a proforma will be conveyed to employer by the regional coordinator to solicit information related to performance / learning outcome of an intern.

## **Training completion/disengagement process and certificates issuance:**

22. In case of resignation by Trainee Engineer during training period due to Job offer or any other reason, he/ she must submit resignation to the employer with copy to PEC HQ and Regional coordinator for official record.
23. Engineers hired as interns under PEC-GIT program will be issued certificates for their internship period.

## **AOU (Agreement of Understanding) sign-off:**

24. In case more than 10 vacancies are offered by any employer, an AOU (Agreement of Understanding) will be signed for Training & Development; Monitoring & Controlling with regular updates to PEC.



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## GIT Committee (GB members)

25. A Committee consisting of following Governing Body members to oversee and guide the working of GIT teams constituted:

| Sr. # | Name                        | Regions       |
|-------|-----------------------------|---------------|
| 1     | Engr. Nasir Khalily         | Over all Head |
| 2     | Engr. Jawwad Haider Gillani | Punjab        |
| 3     | Engr. Abdul Rehman Shaikh   | Sindh         |
| 4     | Engr. Prof. Dr. Saeed Gul   | KPK           |
| 5     | Engr. Faiz ullah Khan Kakar | Baluchistan   |
| 6     | Engr. Azharoul Islam Zafar  | Federal       |

26. Voluntary visits will be conducted to Engineering Universities for marketing of GIT & other PEC Programs/ initiatives.




27. Coordinators to regularize all old pending cases due to any reason with the approval of respective region Vice Chairman under intimation to Chairman, PEC within the month of June 2023.

28. Respective region if needed may vary from the above procedure after the approval of respective region Vice Chairman under intimation to Chairman, PEC

29. Sharing Employer link for more vacancy openings.

## ONLINE LINKS FOR APPLYING

Online portal along with QR code has been established for employers/industries to raise vacancies requirement and for Engineers to apply against the same available vacancies.

| Link for Fresh Engineers  | 1 <sup>st</sup> Link for Employer   | 2 <sup>ND</sup> Link for Employer   |
|---|---|---|
| <a href="https://oit.pec.org.pk/">https://oit.pec.org.pk/</a>                       | <a href="https://forms.gle/oTSJrz83qNAkG3j17">https://forms.gle/oTSJrz83qNAkG3j17</a> | <a href="https://forms.gle/Hmk1xJeosNcoJLyP9">https://forms.gle/Hmk1xJeosNcoJLyP9</a> |
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