



DEFENCE HOUSING AUTHORITY LAHORE

Internship Application Form – Batch 8 (2024) (Undergraduates pursuing 16 years Education Only)

**Passport Size
Photo**
(With blue background)

Instructions:		Written Test Marks	Selected / Rejected (Only for Office Use)					
➤ Personal Information should be in Capital Letters ➤ Completely filled Forms will only be considered								
1.	Name: _____ CNIC No. _____							
2.	Father/ Guardian Name: _____ CNIC No. _____							
	Father/ Guardian Occupation: _____ Income(Per Month) _____							
	<input type="checkbox"/> Ex Servicemen <input type="checkbox"/> DHA Employee <input type="checkbox"/> Serving in Army <input type="checkbox"/> Civilian Employee <input type="checkbox"/> Businessman							
3.	Religion: _____ Sect: _____	4. Blood Group: _____						
5.	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	6. Province: _____						
7.	Date of Birth (dd/mm/Year) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Age: _____ Yrs	8. Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Unmarried						
9.	Contact Information							
	Mobile No (Applicant) _____		Email address: _____					
	Mobile No (Father/Guardian) _____							
10.	Educational Details (Summer Break from ____ / ____ / ____ to ____ / ____ / ____) (dd/mm/Year) Number of Weeks for which Internship required (Encircle one) <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10							
	Education / Qualification	Title of Degree / Certificate & Specialization	Current Semester	Marks Obtained	Percentage (%)	CGPA	Degree Session	Name of University / College
	Intermediate (12 Yrs)					-	-	
	Students pursuing 16 years Education (Result of 6 th or 7 th Semester)							
11.	Postal Address: _____							
12.	Computer Skills / Program in which you can work:-							
	Category	MS Word	MS Excel	MS Power Point	InPage	Graphic Designer	Any other skills	
	Good							
	Very Good							
	Excellent							
13.	Sports: Swimming <input type="checkbox"/> Riding <input type="checkbox"/> Monopoly <input type="checkbox"/> Chess <input type="checkbox"/>							
14.	Work experience _____							
15.	Information about University Placement Officer				Information about Reference (University Professor or any Grade 17 Officer)			
	Name of Officer:				Name of Officer Referring:			
	Mobile Number:				Mobile Number:			
	Email:				Email:			
	Signature with Stamp:				Signature with Stamp:			

34 x Fields of internship: _____(choose one out of list)	
Business Management	Finance, Marketing, Supply Chain, Public Administration, Mass Communication, HR
Engineering	Architectural Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, Mechatronic Engineering, Geo-Informatics Engineering, Architecture Engineering, Telecommunication Engineering, Agricultural Engineering, Bio-Medical Engineering, Food Engineering
Medical	Pathology, Emergency & Intensive care Science, Medical Imaging Technology, Physiotherapy
Miscellaneous	Town Planning, Information Technology, Geographic Information System, Law, Horticulture, Food Safety & Quality, Food Sciences & Technology, Library Sciences, Project Management, Total Quality Management, Graphic Designing, Doctor of Veterinary Medicine, Education Leadership and Management

Eligibility Criteria

- Minimum CGPA required **2.7** (or marks above **67%** only for those who have marks system result)
- Age Limit: 26 Yrs
- Semester: Minimum 6th Semesters Completed
- Degree from HEC Recognized University
- 60 % marks in DHA Entry Test & Interview

Documents required for internship

- University referral letter, stating that the student has completed which semester alongwith CGPA attained
- Attested Photocopy of transcript (Complete transcript of 6th or 7th Semester)
- Attested Photocopy of Certificate / Course (Mentioned in para 12)
- Copy of CNIC (Attested)
- Covering letter
- Copy of CNIC Father / Guardian (Attested)
- 3 x Fresh passport size photographs (with blue background)
- Non-Disclosure Agreement

Duties / Work Ethics

- Develop and maintain a regular work schedule, under the supervision of manager
- Letter Writing, Data Collection, Preparation of Excel sheets & power point presentations
- Maintain Confidentiality and carry out Business research
- Participate in all activities/ meetings
- Good Discipline & work ethics

<u>Dress Code (Men)</u>		<u>Dress Code (Female)</u>
<ul style="list-style-type: none"> ➤ <u>Monday to Thursday</u> <ul style="list-style-type: none"> • Close Collar (Necktie) • Lounge Suit / Combination • Oxford Shoes with Socks 	<ul style="list-style-type: none"> ➤ <u>Friday</u> <ul style="list-style-type: none"> • Shalwar Qameez • Waist Coat • Oxford Shoes with Socks 	<ul style="list-style-type: none"> ➤ <u>Monday to Friday</u> <ul style="list-style-type: none"> • Shalwar Qameez (Duputta compulsory) • Coat Shoes

Duration (Mandatory): 8 - 10 weeks

Undertaking

- I will follow dress code & office timings (9 am to 5 pm) (Monday to Friday).
- If my performance is found not upto the mark, then organization has the right to terminate my internship at any stage.
- DHA HR branch has the right to post me in any branch as per available vacancies.
- I will not request anyone to change my branch inside DHA.
- I hereby undertake that all information provided in this form is correct.
- If, I fail to abide by the rules and regulations, DHA has the right to terminate my internship.
- I will not share hard / soft copy of any data of DHA with any other Organizations.
- I will be eligible for internship certificate / stipend if my attendance is 90% or above.
- I will not request for transportation and accommodation facility.

Father/ Guardian's Signature: -----

Applicant's Signature: -----

Date: _____

Mailing Address

- HR Branch (Internship Section)
- DHA Main Office Complex, 2nd Floor Phase-VI DHA Lahore
- Tel No.042-99062135

Non-Disclosure Agreement

THIS NON-DISCLOSURE AGREEMENT ("**Agreement**") is made and entered into as of __, __, 2024 between Defence Housing Authority ("**DHA**") and _____(name of applicant), son/daughter of _____(father's full name), resident of _____(full house address).

1- Purpose

The above named entities wish to explore an opportunity of internship and in connection with this opportunity wishes to execute this Non-Disclosure Agreement ("**Agreement**").

2. Confidential Information

Confidential information means any information disclosed to by one party to the other, either directly or indirectly in writing, orally or by inspection of tangible or intangible objects, including without limitation documents, business plans, source code, software, documentation, financial analysis, marketing plans, customer names, customer list, customer data. Confidential Information may also include information disclosed to a party by third parties at the direction of a Disclosing Party. Confidential Information shall not, however, include any information which the Receiving party can establish (i) was publicly known and made generally available in the public domain prior to the time of disclosure; (ii) becomes publicly known and made generally available after disclosure through no action or inaction of Receiving Party; or (iii) is in the possession of Receiving Party, without confidentiality restrictions, at the time of disclosure by the Disclosing Party as shown by Receiving Party's files and records immediately prior to the time of disclosure. The party disclosing the Confidential Information shall be referred to as "**Disclosing Party**" in the Agreement and the party receiving the Confidential Information shall be referred to as "**Receiving Party**" in the Agreement.

3. Non-use and Non-disclosure

The Receiving Party agrees not to use any Confidential Information for any purpose except to evaluate and engage in discussions concerning a potential business relationship between the parties hereto. Receiving Party agrees not to disclose any Confidential Information to any third parties, except to those who are required to have the information in order to evaluate or engage in discussions concerning the contemplated business relationship. The Receiving Party shall not reverse engineer, disassemble or decompile any prototypes, software or other tangible objects which embody the Disclosing Party's Confidential Information and which are provided to the Receiving Party hereunder.

4. Maintenance and Confidentiality Information

The Receiving Party agrees that it shall take all reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information. Without limiting the foregoing, Receiving Party shall take at least those measures that Receiving Party takes to protect its own most highly confidential information and shall have its employees, if any, who have access to Confidential Information sign a nonuse and non-disclosure agreement in content substantially similar to the provisions hereof, prior to any disclosure of Confidential Information to such employees. The Receiving Party shall not make any copies of Confidential Information unless the same are previously approved in writing by the Disclosing Party. The Receiving Party shall reproduce the Disclosing Party's proprietary rights notices on any such approved copies, in the same manner in which such notices were set forth in or on the original. The Receiving Party shall immediately notify the Disclosing Party in the event of any unauthorized use or disclosure of the Confidential Information.

5. Remedies

The Receiving Party agrees that any violation or threatened violation of this Agreement will cause irreparable injury to the Disclosing Party, entitling the Disclosing Party to obtain injunctive relief in addition to all legal remedies.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date set forth as written above.

Signature of Applicant

Signature of HR Branch Representative

Name of Applicant

Name of HR Branch Representative

Date __/__/____