



DEFENCE HOUSING AUTHORITY LAHORE

Passport Size
Photo
(With blue
background)

Internship Application Form

Instructions:

- 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) _____ Ex Svcmen <input type="checkbox"/> Civilian <input type="checkbox"/> DHA Emp <input type="checkbox"/> Details : _____						
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) □□-□□-□□□□ Age _____			8. Marital Status: Married <input type="checkbox"/> Unmarried <input type="checkbox"/>			
9.	<u>Contact Information</u> Mobile No (Student) _____ Email address: _____ Mobile No (Father/Guardian) _____						
10.	Internship Required: <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 10 Weeks Preferred (Start date _____)						
11.	<u>Education (Highest / Current Semester):</u> (_____)						
	Education / Qualification	Specialization	Obtain Marks	Percentage (%)	CGPA	Grade	Name of Institute / Uni
	Matric & O Level						
	Intermediate & A Level						
	Bachelor (14 yrs)						
	Graduate (16 Yrs)						
	Post Graduate (18 Yrs)						
12.	Completing Date of Last / Current Degree _____						
13.	Postal Address: _____ _____						
14.	Projects done in Specialization Semester: _____						
15.	Branch for internship: _____ (as per qualification)						
16.	Computer Skills / Program in which you can work:-						
	Category	MS Word	MS Excel	MS Power Point	Urdu In Page	Any other skills i.e ERP etc	
	Good						
	Very Good						
	Excellent						
17.	Sports: Swimming <input type="checkbox"/> Riding <input type="checkbox"/> Monopoly <input type="checkbox"/> Chess <input type="checkbox"/>						
18.	Any other skills / work experience						

Undertaking

- I will follow dress code & office timings (i.e. 9 am to 5 pm).
- If my performance is found not upto the mark, then Org 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.

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

Applicant's Signature: -----

Date: _____

Duties / Work Ethics:

- Develop and maintain a regular work schedule, under the supervision of manager.
- Letter Writing Data Collection and Preparation of Excel sheets.
- Participate in all activities/meetings.
- Planning and execution of employee / interns orientation & engagement events.
- Maintain Confidentiality and carry out Business research.
- Perform Clerical duties, take memos, maintain files, organize documents.
- Manage database and input information in ERP data and record.
- Preparing and delivering presentations using power point and all necessary tools.

Documents required for internship

- University referral letter for undergraduates only (Mentioning Percentage and CGPA of the Student).
- Attested Photocopy of degree and transcript.
- Minimum CGPA required 2.70 (or marks above 67% only for those who have marks system result)
- Copy of CNIC (Attested).
- 3 x Fresh passport size photographs (with blue background).
- Covering letter (stating duration for which internship required).

Test / Interview

All applicants will tested for final selection as under:- (**Only for Office Use**)

Measures	Obtained Marks	Selected / Rejected
CGPA		
Computer Test		
Interview		
Presentation		
Total Marks		Sign: _____ Date: _____

Dress Code (Men)

- Monday to Thursday
 - Close Collar (Neck tie)
 - Lounge Suit / Combination
 - Oxford Shoes with Socks
- Friday
 - Shalwar Qameez
 - Waist Coat
 - Oxford Shoes with Socks

Prohibited Dress for Ladies and Gentleman. Jeans / T Shirt / Tights / Joggers

Mailing Address

- HR Branch (Internship Section)
- DHA Main Office Complex, 2nd Floor Phase-VI DHA Lahore
- Tel No. 042-99062129