



BALASORE SOCIAL SERVICE SOCIETY

An Organization for the Development of People

Internship Application Form

A. Personal Details	
Name: (CAPITAL LETTERS)	
Date of Birth:	
Gender:	
State of Origin:	
Nationality:	
Mobile Number:	
Email:	
Course currently being pursued:	
Specific Skills:	
Training/Workshop Attended (if any):	
Languages (Spoken/ Written):	
Whether familiar with Computer/Internet? :	Yes [<input type="checkbox"/>] / No [<input type="checkbox"/>]
B. Academic Institution details	
Institute Name:	

Institute Address & Email:	
Contact Person / Guide:	
Contact Person Phone:	
Contact Person Email:	

**Please include request letter from the institute*

C. Internship Details

Duration:	From:	To:
Total Weeks:		
Areas of Interest:		
Do you have any previous experience of interning? :	Yes [<input type="checkbox"/>] / No [<input type="checkbox"/>]	

Reasons for joining as Intern:

(A 150 words write-up on why you wish to intern with BSSS and how do you think you will be able to contribute as an intern)

Terms and Conditions for Interns

1. Tenure of Internship:

The duration of Internship shall be minimum for 1 month.

2. Stipend:

There is no provision for financial compensation as the internships are unpaid.

3. Logistic:

- Interns may be provided with laptop/desktop, internet, components & project equipment if required and available in organization.
- Interns may be allowed to use the conference hall for documentation and assigned work during their internship period while present at the BSSS office, Balasore, subject to availability and prior approval.
- Interns will arrange their own accommodation, food and travel. In case these are arranged by the organization, the interns shall pay the charges.

4. Working Hours:

The Interns shall follow the normal office working hours as prescribed (i.e. 9:00 AM to 5:00 PM). However, as per the exigency one may have to sit late to complete the time bound work.

5. Conduct, Work and Performance:

- The Intern shall produce the Request letter issued from the University/Institute along with the ID proof on the day of joining BSSS for Internship.
- The Interns shall be duty-bound to follow the methodology and instructions given by the project supervisor and adhere to the timeframe for various aspects of the project.
- Conduct, work and performance of the Interns should be reviewed periodically by the project supervisor under whose jurisdiction the intern will be carrying out the project.
- At the time of the exit interview, the intern shall be required to present a comprehensive overview of their learning and internship experience through a PowerPoint presentation and submit a detailed written report.
- Interns shall be liable for costs accrued on account of any loss that might be caused to BSSS due to lapse on his/her part while discharging in willful or accidental manner including fraud, etc.
- The Intern, under no circumstances shall claim to become the employee of BSSS.
- BSSS will not offer any employment after the completion of the internship programme as the internship is neither an employment nor an assurance of an employment by the organization.
- The intern shall abide by the rules and regulations of the organization. The organization reserves the right to debar or terminate the internship of any intern found violating organizational policies, demonstrating misconduct, or showing consistently unsatisfactory performance during the internship period.
- BSSS has in place policies on Sexual Harassment, Safeguarding, and Child Protection. Interns are required to read, understand, and comply with these policies throughout the duration of their engagement with the organization. Any violation of these policies may result in appropriate disciplinary action against the concerned individual(s).
- If the Intern decides to discontinue, he/she should submit 7 days prior notice in writing, failing which he/she shall not be awarded Internship Certificate.

6. Certificate:

Interns shall be awarded a Certificate of Internship upon successful completion of the internship period and submission of the final report to the concerned department or reporting officer.

7. No other Assignment:

The engagement is on a full-time basis and the Intern shall not take any other assignment during the internship period at BSSS.

8. Termination of Assignment:

BSSS reserves the right to terminate or discontinue an internship at any time, with or without prior notice, under the following circumstances:

- Violation of organizational rules, policies, or instructions, including suppression or misrepresentation of facts, or unauthorized disclosure of BSSS-related information, records, or documents (in any form) to external parties.
- Unsatisfactory performance, misconduct, or indiscipline observed at any stage during the internship. In such cases, the internship may be discontinued prior to completion, and the intern may not be eligible for a Certificate of Internship.
- Where the services of the intern are no longer required by the organization.

All such decisions shall be at the sole discretion of BSSS.

9. Confidentiality of Data and Documents:

- Interns shall maintain confidentiality of data and shall not divulge or disclose to any person any sensitive information of the project.
- Interns shall not divulge or disclose to any person any details of BSSS' administrative/operational process, and other organizational matters.

10. Conflict of Interest:

The Intern shall in no case represent or give opinion or advice to others in any matter which is averse to BSSS.

11. Amendment of Terms and Conditions:

BSSS reserves the right to amend or modify any or all of the terms and conditions of this internship, subject to approval by the Director.

The information cited above is true to the best of my knowledge and I also declare to abide by the terms & conditions mentioned above for doing my internship at BSSS. There will be no change in the T&C after signing of this form by the applicant.

Name of the Applicant:

Name of the University/Institute:

Signature of the Applicant:

Date:

****Scan & Mail this completed form along with your updated CV & ID Card to –***

talk2bsss@gmail.com
