

INTERNSHIP/APPRENTICESHIP AGREEMENT

This Internship Agreement is made and entered into on this ____ day of _____, 2025, by and between: **Company** _____ having its registered office at: _____

AND

Intern: Name: _____ S/ O _____

CNIC: _____ Collectively referred to as the “Parties”.

1. Purpose

The purpose of this Agreement is to set forth the terms and conditions under which the Intern will undertake an internship with the Company under the **Prime Minister’s Initiative - Pakistan Software Export Board (PSEB) Internship Program**

2. Duration

The internship shall commence on _____/_____/2025 and shall continue until _____/_____/2025, unless terminated earlier in accordance with this Agreement.

3. Nature of Internship

- The internship is **temporary and non-permanent** in nature and does **not constitute an offer of employment** with the Company.
- The Intern shall work physically full time as standard working hours under the guidance of the Company’s assigned supervisor/mentor.

4. Stipend

- The Intern shall be entitled to receive a **stipend of PKR 30,000 per month**, disbursed **directly by Pakistan Software Export Board (PSEB)** upon verification of attendance and performance.
- The stipend shall be transferred **exclusively into the Intern’s designated bank account**, and **no exceptions shall be made under any circumstances**.
- The stipend shall be paid in **two installments**:

- The **first installment** will be paid **upon completion of the initial three (3) months** of the internship.
- The **second installment** will be paid **upon completion of the full six (6) months** of the internship.
- The Company shall **not be responsible** for direct payment of stipend to the Intern.

5. Roles and Responsibilities

The Intern agrees to:

- Perform all assigned tasks diligently, responsibly, and ethically.
- Adhere to the Company's rules, regulations, and code of conduct.
- Maintain punctuality and regular attendance during the internship period.

6. Confidentiality

- The Intern shall maintain strict confidentiality regarding all proprietary, business, and client information obtained during the internship.
- This obligation shall survive the termination of this Agreement.

7. Intellectual Property

- Any work, invention, or product created by the Intern during the internship shall be the **sole property of the Company**, or **may be used by the Intern only with the prior written permission of the Company**.

8. Termination

- Either Party may terminate this Agreement at any time by giving **thirty (30) days' written notice in consultation with Pakistan Software Export Board**.
- The Company may terminate this Agreement immediately in the event of **misconduct, breach of confidentiality, or poor performance** and shall **immediately intimate Pakistan Software Export Board (PSEB)** of such termination.

9. Verification of Academic Credentials

- The Company confirms that the Intern has **completed 16 years of IT-related education in 2023 or later** (as required under the **Pakistan Software Export Board (PSEB) Internship Program**) and that the Intern has presented the **original BS (4-year) degree and/or official transcript**.

10. Acknowledgement by Company	11. Acknowledgement by the Intern
<p>The Company hereby confirms that:</p> <ul style="list-style-type: none"> The Intern's original official degree/final transcript of a 4-year BS program in an IT-related discipline has been verified. A signed copy, duly marked "<i>Seen Original</i>", is attached to this Agreement. The Intern's original CNIC has been checked, and the CNIC number matches the information available on the PSEB Internship Portal. A signed copy is attached to this Agreement. 	<p>By signing this agreement, I acknowledge that I have read, understood, and agreed to the terms and conditions contained herein.</p> <p>I solemnly affirm that the contents of this agreement shall be followed in true spirit and earnestness, and I shall abide by any additional terms and conditions prescribed by PSEB and the Company from time to time.</p>
<i>Name:</i>	<i>Name:</i>
<i>Designation:</i>	<i>CNIC #:</i>
<i>Signature:</i>	<i>Signature:</i>
<i>Date:</i>	<i>Date:</i>
Father / Guardian	
<i>Name:</i>	<i>Signature:</i>
<i>Relation with intern:</i>	<i>Date:</i>