

Terms and Conditions for Management Trainee Programme

Management Trainee Officer (Finance & Accounts) Head Office, Rawalpindi

1. **Qualification.** MBA Finance/ MS Finance/ M.Com (18 years of education) with minimum 3 CGPA from any HEC recognized University. (Fresh graduates will be preferred).
2. **Traineeship Requirement**
 - a. Knowledge of ERP (SAP preferably).
 - b. Good understanding of book keeping, financial reporting and future cash flow analysis/ projections.
 - c. Excellent skills of MS Office shall be an advantage.
3. **Duration.** Tenure of training will be initially three months starting from the date of joining. However, after completion of the stipulated period, a training review by the competent authority will be conducted to ascertain the suitability for extension of training period or further career path.
4. **Working Hours.** As per the schedule determined by the Company.
5. **Stipend.** Lump sum Rs. 20,000/- per month with no other monetary benefits.
6. **Food.** Tea and refreshment will be served free of cost during working hours.
7. **Medical.** No compensation with regard to medical aid is admissible. The Company will not bear any OPD/IPD charges. In case of medical emergency/routine sickness, the Company will facilitate in transportation to nearest medical center.
8. **Accidents/Injury/Death.** The Company will not be responsible for any accident/ injury or death incurred due to any reason what-so-ever during the training period. The parents/ guardian/ institute will not claim any compensation from the Company.
9. **Leave.** 5 days leave for three months duration.
10. **Termination.** Traineeship may be terminated by the Company at any time without assigning any reason.

FOUNDATION POWER COMPANY (DAHARKI) LIMITED (FPCDL)**APPLICATION FORM**

Passport Size
Photograph
with Blue
Background

Name: _____ Date of Birth _____
 CNIC No. _____
 Father's Name _____
 Discipline (Traineeship) _____

1. **Qualification**

Degrees	Div, CGPA/ (%age)	Discipline	Institution	Passing Year
Matric				
FA /FSc				
Bachelors				
Masters*				
Others*				

* (specify field of studies i.e. MBA Finance etc.)

2. **Previous Internship / Traineeship Record**

Institute/Department	From	To	Discipline

3. **Projects Completed During Previous Internship / Traineeship**

Project	Projected Completed		Remarks
	As part of Studies	During Regular Internship	

4. **Addresses****Present:**

Permanent:

5. **Contact Details**

- (1) Landline Tel : _____
(2) Mobile Tel : _____
(3) Email : _____

6. **Reference Persons**

7. **Declaration**

I, solemnly declare that above mentioned information is correct and to the best of my knowledge. In case of any wrong information, I could be terminated.

Signatures of Candidate: _____

Date: _____

Name: _____

Send your application on the address given below:
Foundation Power Company Daharki Limited (FPCDL)
4th Floor, Block-3, Fauji Towers, 68 Tipu Road, Chaklala, Rawalpindi.
Tel + 92 51 5763305-6, Email Rizwan.Shaukat@fauji.org.pk