

TRAINEESHIP AGREEMENT UNDER THE YOUTH EMPLOYMENT PROGRAMME

Between

The represented by the Permanent Secretary.

And

XXX (Name and Address of trainee)

It is hereby agreed that –

- (a) **xxx (Name of trainee)** hereinafter referred to as the Trainee under the Youth Employment Programme, shall be attached to the **xxx** and performs the duties as mentioned hereunder:
 - (i) xxxx
 - (ii) xxxx
- (b) the period of traineeship shall be for an initial period of one year as from **xxx**.
- (c) the Trainee will receive, during the period of traineeship, an all-inclusive allowance of **Rs xxx** per month, including transport allowance, meal allowance and other incidental expenses;
- (d) the allowance referred to in paragraph (c) shall not be construed as salary or wages;
- (e) the Trainee shall not be entitled to any other payment during or after his/her traineeship;
- (f) the traineeship shall not give the Trainee any claim for employment in the Public Service;
- (g) the Trainee shall –
 - (i) abide by the internal regulations of the Ministry/Department/Government Body and with regulations in force in the Civil Service;
 - (ii) perform any assignment entrusted as part of the traineeship;
 - (iii) comply with instructions given as part of the traineeship;
 - (iv) not reveal, during or after the traineeship, any information of a confidential nature acquired during the traineeship;

- (v) not reveal, during or after the traineeship, to any third party or otherwise publish any information acquired or obtained as a result of or during the traineeship, without the written approval of the Responsible Officer of the Ministry/Department/Government Body; and
- (vi) not absent himself/herself during the working hours without any valid reason.
- (vii) shall be liable to be posted to any other division of the Ministry.

2. The **xxx** (Name of Organisation) reserves the right to terminate the internship without giving notice, in case of misconduct or unsatisfactory performance by the Trainee. Where the traineeship is terminated under this paragraph, the Trainee shall not be entitled to any damage or compensation.

3. The **XXX** (Name of Organisation) may, by giving one month prior written notice, terminate the traineeship for any other reasons. In case the Trainee decides to withdraw from the traineeship before its completion, the Trainee shall give one month prior written notice to the Permanent Secretary of such withdrawal, its effective date and the reasons thereof.

4. This Agreement shall not be construed in any way as to entitle the Trainee to be considered as a public officer or as giving the Trainee a right to a post in the Public Service.

Made in two originals on this xxx.

.....
Signature
(xxx)
Trainee

.....
Signature
(xxx)
For Permanent Secretary