

BIMAN BANGLADESH AIRLINES LIMITED

POLICY ON INTERNSHIP

The Internship Policy of Biman Bangladesh Airlines is as under:

a. OBJECTIVES

Biman will provide opportunity for internship with an emphasis on on-the-job training (OJT) to provide hands-on experience and gaining relevant knowledge and skills required for entering into a particular field of career as a part of academic requirement.

b. DURATION OF INTERNSHIP

Internship will be strictly for a period of maximum of 03(three) months.

c. ELIGIBILITY

- All public universities and some selected accredited private universities.
- Have a minimum grade point average of 3.0 on a 4.0 scale in graduation and post-graduation degrees (where applicable) and 4.0 on a 5.0 scale in HSC and SSC Examinations.

d. APPLICATION REQUIREMENTS

Other than eligibility criteria above, the student must provide:

1. An official letter from University letterhead addressed to Director Administration.
2. The name of the student's supervisor or an organization contact,
3. An updated resume.

e. OTHER REQUIREMENTS

1. Students must attend their respective internship area every working day as per office timings.
2. At least 80% attendance is required.
3. Language requirements: Good in speaking and writing in English.
4. Computer literate

f. POTENTIAL AREAS OF ENGAGEMENT

Internship areas may include (but are not limited to) the following departments:

1. Engineering
2. Marketing & Sales
3. HR
4. CMIS (IT)
5. Customer Services
6. Finance.

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g. TOTAL NUMBER OF INTERNSHIP

Number of internship to be agreed by respective department.

h. PLACEMENT PROCESS

1. Employment section will process the applications and send to respective departments for their acceptance and subsequent approval will be obtained from Director Administration.
2. After acceptance the selected candidates will be informed.

i. CONFIRMATION OF PLACEMENT

Selected candidates will be informed preferably one month before commencement of their internships.

j. WORK SCOPE

Interns will be involved in non-classified areas from the development of products and services, to the creation of marketing strategies, to the generation of sales and can evaluate their weaknesses and strengths that aid in realizing full potential.

k. REMUNERATION

The internships are unpaid.

l. REPORT

Students enrolled are required to submit their report in Biman within 15 days of submission to their respective academic institutions. The purpose of the report is to substantiate whether or not the objectives of the internship were met. The report should not be a chronological diary.

m. TERMINATION

Biman Bangladesh Airlines reserves the right to terminate an internship at any time and at the Company's sole discretion if the conduct of the Internee is deemed to be unsatisfactory.