

# **Optometry Internship at Dr. Agarwals Eye Hospital**

## **General information**

1. The duration of clinical training during Internship in Clinical Optometry at Dr. Agarwals Eye Hospital is 1 year (12 complete months)
2. It is mandatory to specify the Nationality of the candidate.
3. Successful completion of 6 semesters/ 3 yrs of academics in the Optometry UG degree is mandatory to be eligible to pursue this clinical training programme.
4. Students are eligible for 15 days leave in a year apart from Sundays. There will be an extension of Internship for candidates availing long leave more than 15 days due to any unforeseen circumstances. Study leave will not be sanctioned for any exams during the course of internship.
5. Students will not be encouraged to attend any interview/ job placement until successful completion of internship.
6. Emergency leave will be approved only on submitting of authentic documents.
7. The standard work timings would be 9 hours.(8am to 5pm, 9am to 6pm, 10am to 7pm or 11am to 8pm).However posting timings would vary based on the branch/camp timings .
8. Dr. Agarwals Eye Hospital will not provide any accommodation.
9. No stipend will be provided during the course of internship.
10. Postings are framed to benefit both the organization and the students. Therefore, interns will be deputed accordingly, within the city to various branches also.
11. Interns posting roster will be circulated systematically.

## Locale confirmation

1. Geographical location of clinical postings will be done only based on the availability.
2. Candidates should confirm through proper channel to us only through emails for the allocation of locale
3. Locale confirmation is done only after receiving the application with fees along with bonafide certificate from the authorised official of candidate's institution.

## Application process

1. Application form will be available on our website [www.dragarwal.com](http://www.dragarwal.com)
2. Candidate must furnish correct details as per the requirements mentioned on the application form (documents to be attached)
3. Overwriting to be strictly avoided.
4. Ensure the application is complete on reconfirming with check- list.
5. The Demand Draft(DD) to be taken in favour of "Eye Research Centre", Payable at Chennai
6. Kindly mention name of the candidate with contact details and institution's name on the back side of the DD.

## Submission process

1. Kindly attach all the documents along with DD and send through courier to the address mentioned below :

To

The Course Co-ordinator (Internship Programme)

Dr. Agarwals Institute of Optometry

#146, 3rd Floor, Ranganayaki Complex,

Greems Road, Chennai - 600 006.

Email - [daio@dragarwal.com](mailto:daio@dragarwal.com)

Mobile: +91-9789060444

2. Documents to submit (mandatory)
  - a. Completed Application Form
  - b. Demand Draft for Rs 50,000/-
  - c. 10<sup>th</sup> Pass certificate
  - d. 12<sup>th</sup> Pass certificate
  - e. Under Graduation Optometry marksheets (COMPLETE 3years)
  - f. Bonafide Certificate from College
  - g. No Objection Certificate to undergo Clinical training from the authorised personnel of respective College/ University
  - h. Identification Proofs(voter ID/Aadhar card/driving licence/ Pan card)
  - i. 3 copies of Passport size photographs.

## Joining Process

1. Joining date and contact person details will be informed to the college principal
2. Any delay in reporting or changes have to be communicated to the Course Co-ordinator by email: [daio@dragarwal.com](mailto:daio@dragarwal.com). Mob +91-9789060444
3. Delay in joining without information, can result in forfeiture of the fees as well as the internship.
4. Please carry two white aprons without any logo.

## Terms & conditions

1. The interns are expected to maintain professional etiquette which includes honesty, integrity and confidentiality.
2. Termination with no refund of fees in case of:
  - a. False document submission
  - b. Dishonesty
  - c. Having backlog
  - d. Improper behaviour with opposite gender
  - e. Voiding the rules and the instructions of the superiors.
  - f. Improper behaviour towards patients.
3. Interns can be deputed to various branches in different cities based on the organization's requirement.
4. Fees will not be refunded
5. The candidate will be terminated from the course in case of absence from duty without prior information to the concerned authority for more than 7 days
6. Travel should not be undertaken to outside the city of posting without prior approval from the concerned authorities

## DECLARATION

I have carefully read the general information and application guidelines of the Optometry Internship programme at **Dr. Agarwals Eye Hospital** and I accept to abide by them during this period of Clinical training.

Signature of the Dean

Signature of the Candidate

Date:

Place: