



**ENCORE**

PROMISING COMEBACKS FOR WOMEN



## COMEBACK PROGRAM FOR WOMEN

### Program Handbook | 2016



# **ENCORE PROGRAM HANDBOOK**

## **What is ENCORE?**

'ENCORE' is an initiative by Aditya Birla Fashion & Retail Ltd. and Aditya Birla Retail Ltd. to provide mutually rewarding work opportunities to women professionals who have taken a career break.

## **Who can apply?**

Women who meet all of the following criteria are eligible to apply for the Program:

1. Post-graduation or relevant equivalent technical qualifications
2. Minimum work experience of two years
3. Not more than 45 years of age
4. Career gap of at least one year

## **What are the key Program Features?**

### **I. Live business projects:**

- 'ENCORE' offers live business projects to women who meet the eligibility criteria of the program. The program internship duration can be 1 – 6 months depending upon the nature of the project. Any extension in program internship duration is based on mutual agreement between the project sponsor and participant.
- Each project will have a designated project sponsor who will be the participant's mentor.
- 'ENCORE' projects are mostly individual projects though certain projects could be team based. Irrespective of the nature of project, the participant will be required to collaborate with multiple stakeholders across the organization.
- The Program doesn't guarantee full-time employment. However, the project sponsor and the participant can explore this possibility.

### **II. Work place arrangements:**

- a. **Work timings and Location:** The projects will operate on a flexi – time basis with a certain number of core working hours at the project location as mentioned in the Program Internship letter. The modalities of the work arrangements including working days and working hours will be mutually decided between the ENCORE participant and the project sponsor.
- b. **Availability of Laptops and Data Cards:** Laptops and data cards will be provided on a need basis as determined by the project sponsor.
- c. **Compensation:** Each participant will be paid a monthly compensation\*\* (Tax at applicable rate will be deducted) for the predefined program internship duration. Payout is subject to satisfactory completion of deliverables as confirmed by the project sponsor.

- d. **Reimbursements:** Any additional expense that the participant incurs on account of official work needs to be approved by the project sponsor *before the expense is incurred*. Reimbursements will be provided subject to prior approval.

\*\* Most 'ENCORE' projects have a fixed remuneration. However, there are some projects that have a variable component linked to the performance of the participant. The participants are expected to work professionally at all times to ensure timely completion of project deliverables. During the Encore Program Internship period, participants are not entitled to any type of leave.

### III. **Selection Process:**

Enrollment to ENCORE program is facilitated through a four stage selection process.

1. Application shortlisting
2. Preliminary Interview
3. Technical Round
4. Final Interview with the ENCORE project sponsor(s)

### IV. **Program Certification:**

The participants will be certified on successful completion of their projects.

\*\*The 'ENCORE' Program doesn't guarantee full time employment. All terms and conditions of the Project Internship letter are final and binding. The Management reserves the right to make changes to the program as necessary\*\*