

Embassy of India Jakarta

Sub: Internship Programme

Embassy of India, Jakarta, offers Internship Programme for eligible Indonesian Scholars. The programme provides an excellent opportunity for budding scholars, many of whom may aspire for a career in diplomacy, to familiarize themselves with the process of formulation of foreign policy and its implementation by the Government.

Nature of Engagement

Interns shall report to and work under close supervision of the Head of Mission (HOM). They may be required to conduct research, write reports, analyze evolving developments, or carry out any other task entrusted to them by the HOM.

Eligibility Criteria for Applying

Candidates for internship should possess a Graduate degree or equivalent before the commencement of internship. Students who are enrolled in a five-year course and have completed three years of the course before commencement of internship may also apply. Preference will be given to applicants having an excellent academic track record and to research scholars.

Duration of Internship

Internship can start at any time of the year and shall be for a period of one to six months.

Support to be provided

Necessary logistical support will be provided to interns, taking into account the functional requirements. No financial remuneration shall be paid to the interns. Internship programme shall neither be an employment nor the assurance of any employment with the Mission.

Internship programme and feedback

The intern shall have orientation session on the organization and functioning of the Ministry of External Affairs and working of the various Wings of Indian Missions.

The interns may submit a report on completion of their internship to the Head of Mission, who would issue a certificate to the interns. The intern may also submit his/her views and feedback on the internship programme to the Head of Mission.

Mode of Application

Candidates may send their applications to the Head of Chancery, Embassy of India, Jakarta at hoc.jakarta@mea.gov.in, along with the list of documents.

Selection Procedure

All applications will be scrutinized in the Embassy/Ministry of External Affairs, by a Selection Committee and intimation will be sent to selected candidates. The Selection Committee may conduct a personal interaction with the applicant and also verify original documents. The decision of the Selection Committee shall be final and binding and no queries shall be entertained after the completion of the selection process. Applicants are advised to apply at least one month before the intended date of start of the internship.

Number of interns in the Embassy

Not more than two interns will be engaged by the Embassy at a given point in time.

Termination of internship

The Embassy may terminate engagement of an Intern at any point without giving any reason. Intern can choose to leave the programme, if she/he so desires, giving prior notice of one week to the Embassy.

Embassy of India
Jakarta

PROFORMA FOR APPLICATION FOR INTERNSHIP

- 1. Name :**
- 2. Nationality :**
- 3. Whether any family member holds Foreign nationality. If yes, details thereof :**
- 4. Address for correspondence :**
- 5. Contact No. :**
- 6. E-mail address :**
- 7. Date of Birth :**
- 8. Educational Qualification (Starting from Matriculation onwards) :**

**Sl. No Name of Board/University/ Institute Degree/ Examination Passed Period %
CGPA Subjects**

9. Course presently pursuing, the University/Institute and its duration :

10. Period during which internship is required (Maximum 6 months):

11. Names of two References from the present Institute or the Institute(s) last attended :

12. Extracurricular activities/interests:

13. Projects undertaken, if any:

14. Why do you want to join this internship (in brief not exceeding 100 words) :

I certify that the above information furnished by me is true to the best of my knowledge and belief.

**Place:
Date:**

**Signature
(Name)**

Authentication of particulars furnished above by the Institute/University

This is to certify that the information furnished by Mr./Ms.in the application form above is correct to the best of my knowledge.

Recommendations

(Signature and seal of authorised official)

List of Documents to be submitted along with internship application

1. Duly filled in Application Form.
2. Copy of at least three documentary proofs of identity, which should include copy of passport and proof of residence.
3. Curriculum Vitae.
4. Introduction letter from the Head of Institution where the applicant studied.
5. No objection certificate from University/Institution in case the internship is to be pursued in parallel with an ongoing course.
6. Self-attested certificates and transcripts for all the accomplishments mentioned in Paras 8, 9 and 13 of Application Form (educational qualifications, current courses being pursued and projects undertaken).
