

Internship with Embassy of India, Rome

The Embassy of India, Rome invites applications for the position of voluntary internships for the applicants who aspire for a career in diplomacy. The aim of the Internship program is to provide an opportunity for young interns to familiarize themselves with various facets of Indian Economy, Education, Culture, Science & Technology and Press relations. The internship programme will neither be a job nor an assurance for a job in the Embassy of India, Rome.

Eligibility:

Interested Indian citizens, OCI card holders and foreign nationals may apply for internship in Indian Missions and posts abroad. The candidate must be in the final year of an undergraduate course or possess a graduate degree before the commencement of internship. Preference may be given to applicants with excellent academic track record from institutions of repute and credible recommendations from faculty who have taught/guided them in the past, and also to research scholars. An intern must not have attained the age of 30 years on the date of application. An intern will be required to work only on-site. Off-site internship is not available.

Nature of Engagement

Interns shall report to and work under close supervision of the concerned Head of Division / Mission. They may be required to conduct research, write reports,

analyze evolving developments, or carry out any other task entrusted to them by the HOD/HOM/HOP.

Support to be Provided:

An intern will be required to work from within the Embassy premises. 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 Embassy.

Certificate of Internship:

Certificates will be issued to the interns on satisfactory completion of their internships and on submission of their Report / Paper and its evaluation.

Mode of Application:

Applicants may send their applications to the Counsellor (Commerce) by post at the Embassy address or through email at com.rome@mea.gov.in

Check List:

- Duly filled in Application Form.
- Copy of at least three documentary proofs of identity which may include copy of Passport/Aadhar Card/Voter ID/PAN Card, and proof of residence.
- Curriculum Vitae.

- Introduction letter from the Head of Institution on the official stationery where the applicant studied/studying.
- No objection certificate from University/Institution in case the internship is to be pursued in parallel with an ongoing course.
- 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).

Selection Procedure:

All applications will be scrutinized by a Selection Committee and intimation will be sent to selected candidates. The decision of the Selection Committee shall be final and binding and no queries shall be entertained after the completion of the selection process. **The selection process may take up to 90 working days from the date of receipt of application for the internship.** Once selected, internship shall be for a minimum period of one month and a maximum of six months.

Number of positions:

At any given point of time, a maximum of two interns will work with the Embassy simultaneously.

Termination of internship:

The Embassy may terminate engagement of intern at any point without giving any reason, as deems fit. Embassy's decision shall be final in this regard. Intern can choose to leave the programme, if she/he so desires, giving prior notice of one week to the Embassy. Proforma for Application : **Enclosed**
