

**GUIDELINES FOR INTERNSHIP AT THE MINISTRY OF EXTERNAL AFFAIRS  
AND ITS MISSIONS/POSTS ABROAD**

The internship programme provides an excellent opportunity for budding scholars to familiarize themselves with the process of formulation of foreign policy and its implementation by the Government of India.

**Nature of Engagement**

Interns shall report to and work under close supervision of the concerned Head of Division (HOD) or Head of Mission (HOM)/Head of Post (HOP). 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.

**Eligibility Criteria for Applying**

Internship programme for MEA Headquarters is open to Indian citizens only. OCI card holders will also be considered. Interested Indian citizens, OCI card holders and foreign nationals may apply for internship in Indian Missions and Posts abroad. An intern may be required to work on-site (within Ministry's premises) or off-site. Off-site internship is not available in Missions/Posts. Candidates for on-site 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. However, for off-site internships, those enrolled in an Undergraduate course in any stream are also eligible to 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. Extension, in exceptional cases, may be granted to a case-to-case basis for intern at MEA Headquarters only.

**Support to be Provided**

The Ministry shall have the discretion to engage interns on-site or off-site. Thus, an intern may be required to work from within the Ministry's premises or from outside. Necessary logistical support will be provided to on-site 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 Ministry.

**Internship programme and feedback**

The internship programme includes attachment with one of the Divisions in the Ministry. In addition, the internship programme at MEA Headquarters shall include: (i) A briefing session with Administration Division on the structure and functioning of the

Ministry; (ii) Visit to Foreign Service Institute; (iii) Session with External Publicity Division; (iv) Session with Investment and Technology Promotion; (v) Session with Consular, Visa and Passport Division; (vi) Session with Central Passport Organization; (vii) Session with Protocol Division; (viii) Visit to ICCR; (ix) Visit to MEA Library; etc.

In Missions/Posts, 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/Posts.

The interns may submit a report on completion of their internship to the Head of Division/Mission/Post who would issue a certificate to the interns. The intern may also submit his/her views and feedback on the internship programme to the concerned Head of Division/Mission/Post. All certificates will be issued by Administration Division based on the recommendation of the Head of Division.

### **Mode of Application**

At MEA Headquarters, the applications may be sent to office of **Joint Secretary (Administration)** by registered/speed post, at the following address:

Joint Secretary(Administration)  
Ministry of External Affairs  
Room No.149 A, South Block  
New Delhi - 110011.

An advance copy of the application with attachments may be sent by e-mail to [jsad@mea.gov.in](mailto:jsad@mea.gov.in) <<mailto:jsad@mea.gov.in>> and [usfsp@mea.gov.in](mailto:usfsp@mea.gov.in) <<mailto:usfsp@mea.gov.in>>. Query, if any, may be addressed to Under Secretary (FSP) at [usfsp@mea.gov.in](mailto:usfsp@mea.gov.in) <<mailto:usfsp@mea.gov.in>> with a copy to [jsad@mea.gov.in](mailto:jsad@mea.gov.in) <<mailto:jsad@mea.gov.in>>. Applications duly filled in and complete in all respect with required documents should reach at least one month before the commencement of the internship.

For internship in Indian Missions/Posts, applicants may send their applications to the HOC (**as the case may be**) by post, at the following address:

**Mr. P.C. Thapliyal,**  
**Second Secretary (Head of Chancery)**  
**Embassy of India,**  
**Vangehusvej 15,**  
**2100 Copenhagen, Denmark**

## **Check List**

The application for internship at Headquarters must include the following:

1. Duly filled in Application Form.
2. Copy of at least three documentary proofs of identity which should include copy of passport and Aadhar card in case of Indian nationals and passport, OCI card and National Identity Card in case of OCI card holders.
3. Curriculum Vitae.
4. Introduction letter from the Head of Institution on the official stationery where the applicant studied/studying.
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).

The application for internship at Indian Missions/Posts must include the following:

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 on the official stationery where the applicant studied/studying.
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).

## **Selection Procedure**

All applications will be scrutinized in the Ministry 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 Ministry**

Not more than thirty on-site interns will be engaged by the Ministry at a given point in time. Up to two interns may be engaged by Missions/Posts abroad.

## **Termination of internship**

The Ministry/Mission/Post may terminate engagement of intern at any point without giving any reason, as Ministry deems fit. Ministry'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 Ministry.

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**PROFORMA FOR APPLICATION**

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 % or 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: (Signature) Date: (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**

**For Internship at MEA Headquarters:** The application for internship at Headquarters must include the following:

1. Duly filled in Application Form.
2. Copy of at least three documentary proofs of identity which should include copy of passport and Aadhar card. In case of OCI card holder the documents should include passport, OCI card and National Identity card.
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).

**For Internship at Indian Missions/Posts:** The application for internship at Indian Missions/Posts must include the following:

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).

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