

NOTICE FOR INTERNSHIP

Embassy of India to the Russian Federation likes to invite students for an internship programme. Applicants should possess at least a graduate degree before the commencement of internship. Those students, who are enrolled in a five year course and have completed three years of the course before the commencement of internship, are also eligible to apply. Preference may be given to applicants with excellent academic track record from institutions of repute and credible recommendations from faculty and also to research scholars.

2. The internship programme will give an insight into the organization and working of the various Wings of the Indian Mission. This programme will provide an opportunity to the interns to familiarize themselves with the process of foreign policy making and the functioning of the Embassy. The programme will be an excellent opportunity to the candidates who wish to work with international organizations/ missions in future.

3. It may be noted that the Internship programme shall neither be an employment nor the assurance of any employment with the Embassy of India. No financial remuneration shall be paid to the interns. However, a certificate will be given by the Embassy on successful completion of the Internship by the Interns. The Embassy may terminate engagement of interns at any point without giving any reason. Also interns can choose to leave the programme, if she/he so desires, giving prior notice of one week to the Embassy.

4. The duration of the internship would be for a minimum period of one month and a maximum of six months. Application format and a list of required documents can be downloaded from our website - www.indianembassy.ru . Completed application forms can be sent to Director, Jawaharlal Nehru Cultural Centre, Embassy of India, 9, Vorontosovo Polye, Moscow.

5. Regarding submission of the application forms and for any further queries/information you may contact Ms. Kristina Gergel at posolstvo.india@gmail.com and Tel: 8-495-7837535 * 350.

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. Education Qualifications (Starting from Matriculation onwards) :

Sl. No.	Name of Board/University/Institution	Degree/Examination Passed	Period	Percentage/Score/CGPA

9. Course presently pursuing, the University/Institute and its duration :
10. Period during which internship is required :
11. Name 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 of applicant)

Authentication of particulars furnished above by the Institute/University

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

Recommendations

(Signature and seal of authorized 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).