

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

