

Guidelines for engaging Interns at Permanent Mission of India to UN, Geneva

- 1) Interested Indian Citizens and OCI card holders may apply for internship at the Permanent Mission of India to UN, Geneva ('PMI').
- 2) Candidate should possess at least a graduate degree 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, are also eligible to apply.
- 3) An applicant shall possess a valid Swiss work permit/visa allowing taking up internship as part of course of study.
- 4) Internship shall be available for a period of upto 06 months maximum, to be decided by PMI.
- 5) Interns shall report to and work under the close supervision of the concerned Indian delegate/delegates.
- 6) A Certificate regarding successful completion of Internship shall be issued by PMI on completion of Internship.
- 7) No remuneration shall be paid to the interns. Internship programme shall neither be an employment nor is there assurance of any employment with the PMI or the Government of India. There shall be no financial liability whatsoever on part of the PMI towards any intern undergoing the programme.
- 8) Upto two interns maximum will be engaged by PMI at one time.
- 9) PMI may terminate engagement of intern with immediate effect at any point without giving any reason. PMI's decision shall be final in this regard. Intern can choose to leave the programme, if he/she so desires, giving prior notice of one week to PMI.
- 10) The applications for internship at PMI may be sent only by **email to admn1.genevapmi@mea.gov.in**.

The application must include the following:

- (a) Duly filled in Application Form (Proforma attached).
- (b) Applicant's photo
- (c) Copy of at least three documentary proofs of identity which should include copy of passport and proof of residence.
- (d) Curriculum Vitae (Annexure enclosed)

- (e) Introduction letter from the Head of Institution on the official stationery where the applicant studied/studying.
- (f) No objection certificate from University/Institution in case the internship is to be pursued in parallel with an ongoing course.
- (g) Self-attested certificated and transcripts for all the accomplishments mentioned in Paras 8, 9 and 13 of Application Form (educational qualifications, current courses being pursued and projects).

All applications will be scrutinized in PMI 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 by PMI after completion of the Selection process.

PROFORMA FOR APPLICATION

Latest
passport size
photo to be
affixed.

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)