

## **GUIDELINES FOR INTERNSHIP AT EMBASSY OF INDIA, BEIJING**

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

Interns shall report to and work under close supervision of the Deputy Chief of Mission (DCM). They may be required to conduct research, write reports, analyze evolving developments, or carry out any other task entrusted to them.

Interested Indian nationals residing in China may apply for internship. 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. Preference will be given to applicants having an excellent academic track record and to research scholars.

Internship can start at any time of the year and shall be for a period of one to six months.

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 Embassy.

The interns may submit a report on completion of their internship to the DCM. They would be issued a certificate by the Embassy.

The Embassy may terminate engagement of intern at any point without giving any reason, as it 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.

For internship in the Embassy, applicants may send their applications to the HOC by post, at the following address:

Head of Chancery  
Embassy of India,  
5, Liang Ma Qiao  
Chaoyang District  
Beijing, 100600  
Email: [hoc@indianembassy.org.cn](mailto:hoc@indianembassy.org.cn)

## **Check List**

The application for internship 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).

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