

**High Commission of India
Kuala Lumpur**

Guidelines for Internship

The High Commission offers non-remunerative internship programme to Indian citizens, OCI card holders and Malaysian nationals for a period of up to six months. The programme offers 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.

2. Eligibility Criteria:

- i) Interested Indian citizens, OCI card holders or foreign nationals may apply for internship in High Commission of India, Kuala Lumpur.
- ii) The candidate should possess a valid work permit (where applicable) in Malaysia for the entire duration of Internship. **High Commission of India, Kuala Lumpur will not be responsible for providing of visa/work permit/resident permit to the applicant, if selected for Internship.**
- iii) The candidate must be in the final year of an undergraduate course or possess a graduate degree before the commencement of internship (Preference will be given to applicants with excellent academic track record from institutions of repute with credible recommendations from faculty who have taught/guided them in the past, and also to research scholars).
- iv) The candidate must not have attained the age of 30 years on the date of application.
- v) The Candidate must have good language skills in English (Knowledge of Bhasa Malaysia is preferable).

3. Duration of Internship:

Internship will be for a maximum period of up to six months..

4. Support to be provided:

- i) Interns will be provided office space and close guidance by the High Commission of India, Kuala Lumpur taking into account the functional requirements.
- ii) **No financial remuneration will be paid to the interns.** Internship programme is neither an employment nor the assurance of any employment with the High Commission of India, Kuala Lumpur.

5. Nature of Internship:

- i) Intern shall report to and work under close supervision of the High Commission of India, Kuala Lumpur. Intern will be required to conduct research, write reports, analyze evolving developments, or carry out any other task entrusted to them by the High Commission of India, Kuala Lumpur.
- ii) Upon completion of the Internship, the Intern is required to submit a report to the High Commission of India, Kuala Lumpur in English Language.
- iii) High Commission of India, Kuala Lumpur will issue a certificate upon successful completion of the Internship.

6. Mode of Application:

- i) Applicant may send completed application form (enclosed) with full details, by post to Head of Chancery, High Commission of India, Wisma HRIH Lotus, Setapak, 53000 Kuala Lumpur or by email to hoc.kl@mea.gov.in latest by **4 PM on 5 January 2022 (Wednesday)**.

7. Checklist:

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

- i) Duly filled in Application Form (Attached)
- ii) Copy of at least three documentary proofs of identity which must include copy of Passport & Work Permit or Stay Permit in Malaysia.
- iii) Curriculum Vitae.
- iv) Introduction letter from the Head of Institution where the applicant is studying, in case he/she is a student.
- v) No objection certificate from University/Institution in case the internship is to be pursued in parallel with an ongoing course.
- vi) 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).

8. Selection Procedure:

All applications will be scrutinized and intimation will be sent to the selected candidates. The decision of the High Commission shall be final and binding and no queries shall be entertained after the completion of the selection process.

10. Termination of Internship:

The High Commission of India, Kuala Lumpur may terminate engagement of intern at any point without giving any reason, as the High Commission deems fit. The decision of the High Commission of India, Kuala Lumpur 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 Head of Chancery, High Commission of India, Kuala Lumpur.

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	% of 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 and their contact numbers from the present Institute or the Institute(s) last attended or a head of a Thinktank:**
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)

(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)