

**Embassy of India
Ljubljana**

Internship with Embassy of India, Ljubljana

Embassy of India, Ljubljana invites applications from eligible candidates for the internship w.e.f. December 2021 with the objective of providing an excellent opportunity for budding scholars to familiarize themselves with the process of Diplomatic functioning and the functioning of Government of India.

2. Candidates fulfilling the following requirements are welcome to apply:

A. Educational qualifications: Bachelor degree or should at least have completed the penultimate year of a bachelor course before the commencement of internship. Candidates with higher degree if interested are welcome to apply. Preference will be given to the applicants with excellent academic track record from institutions of repute and credible recommendations from faculty who have taught/guided them in the past and also to research scholars.

B. Age: Must not have attained the age of 30 years on the date of application.

C. Eligibility w.r.t. Nationality: A Slovene citizen or NRI with valid residence permit in Slovenia

D. Language Proficiency: Fluency in both English and Slovenian languages (speaking, reading and writing especially creative writing)

E. Technical Skills: Understands and can apply best practice to content creation and social media management. Good IT and social media handling skills. Knowledge of various softwares like MS Office, Windows operating system etc. .

3. Terms and Conditions of internship:

A. Duration: Based on various projects ranging from 01 to 06 months. Candidates found suitable will be offered list of projects they would wish to be associated with depending on the time they can devote and their interest and experience.

B. Certificate of the Embassy: Candidates interning with Embassy of India will be awarded experience certificates enabling them to enhance their career profile.

4. Process of Application:

A. How to apply: Interested candidates meeting the eligibility criteria may submit their application by **15 September 2021** at:

(i) **Embassy of India**
Zelezna Cesta 16
Ljubljana 1000

(ii) **Contact email: adm.ljubljana@mea.gov.in**

B. Format of Application: Candidates are advised to send their application (as per enclosed Annexure-I) in **English** mentioning “**Application for the internship in Embassy of India, Ljubljana**” in the subject of e-mail/on top of the envelope with which application is submitted along with following documents:

- CV and recommendation letters
- Introduction letter from head of institution (where studied/studying)
- No objection certificate from University/Institution (if still studying)
- Copy of identity certificates
- Professional & Educational certificates and marksheets
- Awards and prizes, any received
- Any previous internship experience with any other Embassy/company/organisation. If so, details of the same
- Police Clearance Certificate.

5. Selection Procedure:

Candidates shortlisted after initial screening of the applications will be contacted for interview. In addition, tests may be conducted to assist the selection board in assessing the applicant's language and creative writing skills. Reference verification shall be conducted as a part of the selection process.

PROFORMA FOR APPLICATION

1. Name :
2. Nationality :
3. Whether any family member holds Foreign nationality.
If yes, details thereof :

Latest
passport size
photo to be
affixed.

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)