

**Embassy of India  
Ljubljana  
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**Internship with Embassy of India, Ljubljana**

Embassy of India, Ljubljana invites applications from eligible candidates for the internship w.e.f. May 2022 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.

**C. Career Prospects:** The Embassy may consider the applicants for future vacancies, if any on successful completion of internship.

**4. Process of Application:**

**A. How to apply:** Interested candidates meeting the eligibility criteria may submit their application by **31 January 2022** at:

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

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

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**Brief of MEA Internship Policy- 2019 for Mission/Posts**

**Eligibility:** Foreign Nationals may be engaged with prior approval of the Ministry. Internship shall not be permitted to a foreign national who is not the citizen or NRI who does not ordinarily reside in the country where he is intending to intern. The intern will work only on-site (within premises).

**Education Qualification:** Graduate degree or have completed penultimate year of UG course before commencement of internship.

**Age Limit:** Maximum 30 years

**Duration of internship:** 01 month to 06 months. No extension in tenure

**No. of interns at a time:** Maximum 02

**Selection Procedure:** Copy of applications along with other necessary documents and HOM's recommendations shall be sent to JS(AD) with a copy to US(FSP). An acknowledgment to be sent to candidates within 04 days of receiving applications.

**Security Clearance:** Upon selection applicant will submit Internship Security Questionnaire. HOM to have **due diligence** by comprising a discreet report from two referees about character and antecedents of prospective intern. Referees would be faculty members or colleagues of intern and well known to the Mission/Post.

**Processing time:** Applications are to be received atleast 04 months in advance of the proposed date of internship in Administration division.

**Do's and Dont's:** HOM to ensure that interns do not have access to any classified information under any circumstances.

**Termination:** may be terminated at any point without assigning any reason.

**Remuneration:** No financial remuneration. However, necessary logistic support may be provided. A certificate will be issued by HOC on successful completion.

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