

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

Internship Policy of ICCR

Indian Council for Cultural Relations (ICCR), an autonomous body under Ministry of External Affairs, engaged in formulation and implementation of policies and programmes pertaining to India's external cultural relations to foster and strengthen cultural relations and mutual understanding between India and other countries and to promote cultural exchanges with other countries and people, invites application from eligible candidates for internships at ICCR Headquarters situated in New Delhi. The details of Internship are as under:

Internship Programme:

The internship programme will provide an opportunity for the officers of the ICCR to interact with young thinking minds with brilliant academic record from reputed institutions. Ideas from budding scholars will prove to be of importance to ICCR and at the same time, the internship programme will also-provide the interns with an excellent opportunity to familiarise themselves with role of soft power in foreign policy formulation in Government of India. These 'Interns' shall be given exposure to various Sections with ICCR and would be expected to supplement the process of analysis in various fields including creative writing, cultural mapping, technology upgradation in EGIT, creating a module for performing and visual art, historical cultural linkages of India with other countries and the use of Social Media in Cultural Diplomacy. It aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. For large benefit of the student community and with a view to enrich the management/ implementation of its various schemes/ programmes, ICCR has decided to notify this 'Internship Policy', to provide a framework for engagement of Interns for a limited period. The internship programme includes attachment with one of the Divisions in ICCR. In addition, the internship programme at ICCR Headquarters shall

include – A briefing session with DG, DDGs and Head of various Divisions.

Eligibility:

Internships at ICCR Headquarters shall be open to Indian citizens with a minimum educational qualification of graduation in Humanities, Mass Communication, Journalism, Designing, Anthropology, History, Art, Archaeology Science, Languages, Museology and Fine Arts and a maximum age of 25 years as on 31st December of the year of Internship. PG/ Research students and foreign language students can also apply. Research scholars with formal background in International Relations and soft power projection will be given preference depending upon the requirement of ICCR. The intern should have excellent academic track-record and should preferably be from any recognized University of India. The candidates with the highest marks are most likely to be called for Personal Interview.

The internship programme will neither be a job nor any such assurance for the job in ICCR.

Intake and Duration:

A maximum of 15 interns will be engaged by ICCR during the course of a year. Each intern will be engaged for a maximum period of four months.

Declaration of secrecy:

Interns are required to furnish to ICCR a declaration of secrecy before the commencement of the internship. Verification and vetting from security angle has to be completed on basis of personal particulars submitted by the intern, after the selection process and before the actual internship programme commences.

Logistics support:

Necessary logistic support will be provided to the intern taking into account the functional requirements.

Obligation of the Intern:

The internship programme provides an introduction to the process of formulation of soft power diplomacy and its implementation by ICCR. Interns will be assigned specific topics of work by the concerned Sectional Head and may be required to conduct research, write reports, analyze evolving developments or carry out any other task entrusted to them by the Sectional Heads.

At the end of the internship, each intern shall submit a detailed report on the work carried out and, if required, make a presentation on it. The outcome of study during the internship will remain as intellectual property of ICCR and interns shall not use it without prior approval of ICCR. The intern shall maintain full confidentiality and secrecy of any information relating to ICCR.

Certificate of Internship:

Certificates will be issued to the interns on satisfactory completion of their internships and on submission of their Report/ Paper and its evaluation by the Head of concerned Division.

Mode of Application:

Interested students can send their applications, along with their CVs, in the enclosed format to Dy. Director General (Administration), ICCR at Azad Bhavan, IP Estate, New Delhi on email ID directoradmin.iccr@gov.in with a copy to spdadmn.iccr@gov.in. The candidate will be required to produce a permission letter from their Supervisor/Head of Department, in case he/she is interested to join internship during their course-work.

Selection Procedure:

All the applications will be scrutinised by a Selection Committee and the actual offer will be sent to the selected candidates subject to the availability of slot. The decision of the Selection Committee shall be final and binding and no queries shall be entertained after the completion of the selection process. The selection process will be an ongoing process taking into account the requirements of ICCR.

The selection process will consist of two stages viz. Preliminary Screening and Personal Interview. The total number of candidates called for interview will be three times the interns to be engaged in each year. Candidates selected in the merit list based on the marks obtained in graduation will be called for personal interview to be conducted by video conferencing. Both Preliminary Screening and Personal Interview will be done by two separate Committees with members not less than 03 ICCR officials in each Committee.

A maximum of 15 candidates will be selected from the interview process and offered internships. If any selected candidate opts out, those candidates will be barred for future internships and the next candidate on the merit will be offered the opportunity.

Honorarium and air fare:

An honorarium of INR 10,000 per month will be paid to each intern to defray basic costs. Cost of one-time to and fro air travel subject to a ceiling of the prevailing economy class air fare between the State capital and Delhi, from the domicile State or from the college/ university of the selected candidates will be provided. The interns would be responsible for their boarding and lodging in Delhi during the period of their internship.

Termination:

ICCR can instruct the intern to terminate the programme at any time, as ICCR deems fit, and without showing any reason. ICCR'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 month to ICCR, who will then not be considered for internships in future.
