

Term and Conditions/Guidelines for Internship at the High Commission of India, Nairobi

The internship programme provides 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.

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

Remuneration: No financial remuneration shall be paid to the interns. Internship programme shall neither be an employment nor the assurance of any employment with the High Commission of India, Nairobi.

Mode of Application: Interested candidates can send their applications in the prescribed format, along with their CVs and the required enclosures to hoc.nairobi@mea.gov.in with the subject "Application for the position of Intern". The applications can also be sent by post to the address given below:

The Head of Chancery
High Commission of India, Nairobi,
Jeevan Bharat Building,
Harambee Avenue, PO Box 30074-00100
Nairobi, Kenya

List of Documents to be submitted along with internship application: The application for internship at High Commission of India, Nairobi 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).

Time for applying for Internship: Applicants are advised to apply at least one month before the intended date of start of the internship.

Termination of internship: The High Commission of India, Nairobi may terminate engagement of intern at any point without giving any reason. Intern can choose to leave the programme, if she/he so desires, giving prior notice of one week to the Ministry.
