

## **Guidelines for engaging Interns at Permanent Mission of India to the WTO, Geneva**

- (i) Interested Indian citizens and OCI card holders may apply for internship at the Permanent Mission of India to WTO (PMI to WTO).
- (ii) The PMI to WTO shall not undertake any responsibility or facilitate issue of visa/ permission to work and stay in Switzerland for internship. Therefore, it is mandatory that the applicant shall possess a valid Swiss work permit/visa allowing taking up internship as part of course of study.
- (iii) The applicant should possess a Graduate or higher degree, preferably in the field of Economics or Law or in a field related to any other area of WTO work.
- (iv) Applications for internship can be submitted any time of the year. However, selection of candidates would be done by the PMI to WTO twice in a year in the months of March (for applications received by end-February) and October (for applications received by end-September) each year.
- (v) Internship shall be available for a period of upto 12 months maximum, to be decided by the PMI to WTO.
- (vi) Applicants interested in internship may mail their applications to the PMI to WTO at email - admin-indiawto@nic.in. The applications would be accepted only electronically.
- (vii) Students pursuing full time academic programmes are not eligible to apply for internship concurrently with their course of study, unless the internship is an integral part of their study curriculum. In that case, the period of internship will be limited to the specified period of internship in the curriculum by the educational institute.
- (viii) Interns shall report to and work under the close supervision of the concerned Indian delegate/delegates.
- (ix) A certificate regarding successful completion of Internship shall be issued by the PMI to WTO based on the areas of internship.
- (x) The interns will have to submit a report on completion of their internship to the concerned officer. The intern may also submit his/her views and feedback on the internship programme to the concerned officer.
- (xi) If an intern desires to publish a paper, etc. related to the work done, she/he will have to take prior permission of PMI to WTO, Geneva.
- (xii) No remuneration shall be paid to the interns. Internship programme shall neither be an employment nor is there assurance of any employment with the PMI to WTO or the Government of India. There shall be no financial liability whatsoever on part of the PMI to WTO towards any intern undergoing the programme.

- (xiii) Up to four interns maximum at a time will be engaged by the PMI to WTO.
- (xiv) The PMI to WTO may terminate engagement of intern with immediate effect at any point without giving any reason. PMI to WTO'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 week to the PMI to WTO.

The application for internship at the PMI to WTO may be sent electronically at [admin-indiawto@nic.in](mailto:admin-indiawto@nic.in), and must include the following:

- (a) Duly filled in Application Form (Proforma attached).
- (b) Applicant's photo.
- (c) Copies of documents as proof of identity which should include copy of passport, OCI card (where applicable) and work permit.
- (d) Curriculum Vitae.
- (e) Introduction letter from the Institution on the official stationery where the applicant studied/studying.
- (f) 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).

All applications will be scrutinized in the PMI to WTO twice in a year (in March and October) by a Selection Committee and intimation will be sent to selected candidates. The Selection Committee may conduct a personal interaction with the applicant and also verify original documents. The decision of the Selection Committee shall be final and binding and no queries shall be entertained by the PMI to WTO after the completion of the selection process.

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**PROFORMA FOR APPLICATION FOR INTERNSHIP AT  
PERMANENT MISSION OF INDIA TO THE WTO**

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):**

<b>Sl. No.</b>	<b>Name of Board/ University/ Institute</b>	<b>Degree/ Examination Passed</b>	<b>Period</b>	<b>% or CGPA</b>	<b>Subjects</b>

9. **Details of the Course presently pursuing, if any - the University/ Institute and its duration:**
10. **Period during which internship is required (Maximum 12 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)