



पं.सुन्दरलाल शर्मा (मुक्त) विश्वविद्यालय छत्तीसगढ़, बिलासपुर

(छ.ग. शासन के अधिनियम क्रमांक 26 सन् 2004 द्वारा स्थापित)

कोनी-बिरकोना मार्ग, बिलासपुर (छ.ग.) 495009

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क्र. 1206/RSD/2021

बिलासपुर, दिनांक 23/11/2021

प्रति,

क्षेत्रीय समन्वयक

क्षेत्रीय कार्यालय

विषय:-

**Ministry of External Affairs Internships policy-reg.**

सन्दर्भ :-

(1) कार्यालय आयुक्त उच्च शिक्षा ब्लॉक सी-3 द्वितीय एवं तृतीय तल इन्द्रावती भवन, नवा रायपुर, अटल नगर (छ.ग.) का पत्र क्रमांक /2238/514 /आउ शि /सम./2021 नवा रायपुर अटल नगर दिनांक 12/11/2021।

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कृपया संदर्भित पत्र की छाया प्रति संलग्न कर प्रेषित है। पत्र में दिए गये विन्दुओं के समन्वय में आवश्यक कार्यवाही करना सुनिश्चित करें।

संलग्न :- पत्र की छाया प्रति।

आ. शा. नुरार

क्षेत्रीय समन्वयक

बिलासपुर, दिनांक 23/11/2021

पृ. क्र. 1207/RSD/2021

प्रतिलिपि:-

1. माननीय कुलपति जी को सूचनार्थ।
2. कुलसचिव जी के निज सहायक को कुलसचिव जी को सूचनार्थ।
3. परीक्षा विभाग को सूचनार्थ।
4. प्रभारी ऑनलाईन, सर्वर शाखा/वेबसेल को सूचनार्थ एवं आवश्यक कार्यवाही हेतु

क्षेत्रीय समन्वयक  
क्षेत्रीय सेवा प्रभाग

कार्यालय आयुक्त उच्च शिक्षा  
ब्लॉक सी-3, द्वितीय एवं तृतीय तल, इंद्रावती भवन,  
नवा रायपुर, अटल नगर (छ.ग.)

(Email - highereducation.cg@gmail.com Website - www.highereducation.cg.gov.in)

क्रमांक 2238/514/आउशि/सम./2021  
प्रति,

नवा रायपुर, अटल नगर दिनांक 12/11/2021

1. कुलसचिव  
समस्त विश्वविद्यालय छ.ग।
2. प्राचार्य,  
समस्त शासकीय महाविद्यालय छ.ग।

प्रो. डा. क. म. श्री.  
15/11/21

विषय :- **Ministry og External Affairs Internship Policy-reg**

- संदर्भ :-
1. अवर सचिव छ.ग. शासन उच्च शिक्षा विभाग का पत्र क्रमांक एफ 15-4/2011/38-1  
दिनांक 23.10.2021
  2. सामान्य प्रशासन विभाग का पत्र क्रमांक 1276/1005/2021/एक/6 दिनांक 16.08.2021

—000—

कृपया उपर्युक्त संदर्भित पत्र की छायाप्रति संलग्न कर प्रेषित है । पत्र में दिये गये बिन्दुओं के संबंध में आवश्यक कार्यवाही करना सुनिश्चित करें ।

(आयुक्त, उच्च शिक्षा द्वारा अनुमोदित)

संलग्न :- पत्र की छायाप्रति ।

12.11.2021

अपर संचालक  
उच्च शिक्षा संचालनालय  
नवा रापुर अटल नगर (छ.ग.)

पृ0क्रमांक /2238/514/आउशि/सम/2021  
प्रतिलिपि :-

नवा रायपुर अटल नगर दिनांक 12 /11/2021

1. अवर सचिव छ.ग. शासन उच्च शिक्षा विभाग मंत्रालय महानदी भवन नवा रायपुर अटल नगर को संदर्भित पत्र के परिप्रेक्ष्य में सूचनार्थ प्रेषित ।

12.11.2021

अपर संचालक  
उच्च शिक्षा संचालनालय  
नवा रापुर अटल नगर (छ.ग.)

Email

जायक क्रमांक 524/21  
दिनांक 15.11.21  
कुलसचिव कार्यालय



विदेश मंत्रालय, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

C. Rajasekhar  
Officer on Special Duty (States)

Q/States/551/12/2021

March 19, 2021

**Subject: Internship in Ministry of External Affairs.**

Dear Nodal Officer,

As you may be aware, Ministry of External Affairs offers internships to college graduates. The details of the policy are as follows:

- Candidates may join in either the of two terms January-June or July-December.
- Candidates may select one to three consecutive months for internship.
- Two candidates to be selected from 14 States and 4 UTs in each term.
- Atleast 30% of the selected candidates are to be women.

Eligibility-

Graduates below age of 25 as on January 1st in the year of internship.

Application process:

- Online application
- Shortlisting will be based on objective criteria like Std XII, Under Graduate results. Priority will be given to Rural/ Aspirational (Backward) District applicants.
- Interview via web by an independent panel.

Remuneration that will be provided :

- Air passage to and from Delhi
- Monthly stipend of INR 10,000/-

The policy may also be viewed at <https://www.mea.gov.in/internship-in-mea.htm>

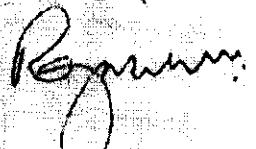
Interns will gain insight into the functioning of MEA. They are to research and write briefs/reports as part of the internship program. They will also receive a certificate from MEA on successful completion of the internship.

Please note that the last date for the forthcoming term is March 31<sup>st</sup>, 2021. Applications may also be sent for the subsequent term, once the process commences, on the portal.

You may like to disseminate the information among the interested youths in your State/UT.

Best regards,

**Yours sincerely**

  
**(C. Rajasekhar)**

Copy to:

- 1) Secretary (Economic Relations), MEA
- 2) Chief Secretary (All States/UTs)
- 3) Resident Commissioners (All States/UTs)

hs from

Gmail

11

R.C. Chhattisgarh <rchhattisgarh@gmail.com>

**MEA Internship Policy, March 2021**

1 message

G BALASUBRAMANIAN <jsad@mea.gov.in>  
To: rchhattisgarh@gmail.com

Wed, Mar 10, 2021 at 7:32 PM


Dear Sir/Madam,


Kindly download the attached letter on the captioned subject.

Regards,  
Office of Joint Secretary (Administration)  
Ministry of External Affairs  
New Delhi  
Tel: +91-11-23014114  
Email: jsad@mea.gov.in


**INDIA @ UN SC**  
2021-2022

2 attachments

 Letter to RC Chhattisgarh.pdf  
1145K

 210308 RCs letter on Internship Policy.docx  
20K

378 | RC | 10/3/21  
12/3/21

  
12/3/21

**G Balasubramanian**  
Joint Secretary (Administration)

Tel: 23014114

Email: jsad@mea.gov.in

No. 8467 JS(AD)/2021

10 March 2021

*Dear Sir,*

I write to you in continuation of my letter No. 8467/JS(AD)/2020 dated 3 November 2020 and the virtual meeting organised by Shri Ashok Malik, Policy Advisor, Ministry of External Affairs (MEA) on 13 November 2020 regarding the internship programme in MEA.

I am happy to inform that the revised internship policy of the Ministry has been published. Applications are being invited from prospective candidates for internships during Term I (January - June) 2021. A copy of the internship policy is placed in Annexure I for your information.

As discussed during the meeting on 13 November, MEA is giving wide publicity for the internship policy through the Ministry's website and social media channels. In line with the policy's goals to make the internship programme more diverse and inclusive, it would be of immense help if wide publicity could be given to the internship policy in the language press and media in your State. This would particularly help create awareness about the internship programme among candidates from remote areas and provide them with an opportunity to intern with the Ministry of External Affairs.

I seek your kind personal intervention in arranging the aforementioned publicity in your State.

*Regards,*

Yours sincerely,

*G. Balasubramanian*  
10/3

(G. Balasubramanian)

Smt. Dr. Manindar Kaur Dwivedi  
Resident Commissioner  
Government of Chhattisgarh  
7, Sardar Patel Marg, Chanakyapuri  
New Delhi

## Internship Policy

A comprehensive review of Ministry's internship policy published in August 2016 has been undertaken with an aim to bring in more focus on MEA, provide more value to the interns, ensure better gender inclusivity and increase diversity in terms of qualifications and domicile amongst the cohort of interns engaged by the Ministry. No change in existing policy for internships at Missions / Posts abroad is proposed under this review.

### Eligibility

2. Internships at MEA headquarters shall be open to Indian citizens with a minimum educational qualification of a graduate degree from a recognized university and a maximum age of 25 years as on 31 December of the year of internship.

### Intake and duration

3. Every year, internships will be offered in two terms of six months each viz. January - June and July - December. A maximum of thirty interns will be engaged by the Ministry during each term. Each intern will be engaged for a maximum period of three months.

### Diversity

4. In line with the goal of taking the Ministry and foreign policy closer to the people from all parts of the country, all efforts will be made to ensure increased diversity amongst the group of interns in each term with respect to gender, underprivileged sections, geographical domicile and representation from both urban and rural areas. Youngsters from districts under the *Transformation of Aspirational Districts Programme (TADP)* shall be given priority in the selection process.

### Selection

5. The selection process will be fully online at [www.internship.mea.gov.in](http://www.internship.mea.gov.in) with applications, scrutiny, selection, allocation of Division, notification, extension and certification to be managed on a dedicated internship portal of the Ministry. Each candidate needs to register on the internship portal and obtain access credentials to participate in the process.
6. The selection process will consist of two stages viz. Preliminary Screening and Personal Interview. The process will follow a 'quota cum weightage' system whereby applicants belonging to 14 States and 4 Union Territories will be considered in each term as per the table below:

Term	States	Union Territories
Term I (Jan-Jun)	Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Goa, Gujarat, Haryana, Himachal Pradesh, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra	Andaman & Nicobar Islands, Chandigarh, Dadra and Nagar Haveli and Daman and Diu, Delhi
Term II (Jul-Dec)	Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Punjab, Rajasthan, Sikkim, Tamil Nadu, Telangana, Tripura, Uttar Pradesh, Uttarakhand, West Bengal	Jammu and Kashmir, Ladakh, Lakshadweep, Puducherry

7. As per the above table, in each term, there may be 2 interns from each of the 14 States and 2 interns from the 4 Union Territories put together, with 30% - 50% being filled by women candidates. Weightage will be based on academic performance assessed by percentage of marks obtained in +2 and graduation exams.

8. Candidates should apply online. State-wise merit lists will be prepared - separately for male and female candidates - by elimination based on academic performance in +2 and graduation exams. Priority will be given to applicants from TADP districts. The total number of candidates called for interview will be three times the interns to be engaged in each term.
9. Candidates selected in the merit lists will be called for personal interview to be conducted by videoconferencing. A maximum of 30 candidates will be selected from the interview process and offered internships. If any selected candidates opt out, the next candidates in the merit list will be offered the opportunity.

#### **Honorarium and air fare**

10. 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 board and lodging in Delhi during the period of their internship.

#### **Obligations of the intern**

11. The internship programme provides an introduction to the process of formulation of foreign policy and its implementation by the Government of India. Interns will be assigned specific topics of work by the concerned Head of Division (HOD) and may be required to conduct research, write reports, analyze evolving developments or carry out any other task entrusted to them by the HOD.
12. 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 the Ministry of External Affairs and interns shall not use it without prior approval of the Ministry. The intern shall maintain full confidentiality and secrecy of any information relating to the Ministry of External Affairs.

#### **Termination of internship**

13. Selection to the internship programme at the Ministry of External Affairs is strictly subject to necessary security clearances. The Ministry may terminate the engagement of an intern at any point in time as it deems fit, without giving any reason. Decision of the Ministry shall be final in this regard. An intern can choose to terminate the internship giving prior notice of one week to the Ministry.

\*\*\*



स्मरण पत्र

छत्तीसगढ़ शासन  
उच्च शिक्षा विभाग

:: मंत्रालय ::

महानदी भवन, नवा रायपुर, अटल नगर

No.: L-201	22	2015
AD: (K)	JD	DD
Section	सामान्य	
Date	25 OCT 2021	C.H.F.

कमांक एफ 15 4 2011 / 38 -1

नवा रायपुर अटल नगर, दिनांक / 10 / 2021

23 OCT 2021

पति,

आयुक्त,  
उच्च शिक्षा संचालनालय,  
इंद्रावती भवन,  
नवा रायपुर, अटल नगर,  
रायपुर, छ.ग.

विषय- Ministry of External Affairs Internship Policy-reg.

संदर्भ- इस विभाग का ज्ञापन कमांक 2789 / 2235 / 2021 / 38-1, दिनांक 06.08.2021

विषयांतर्गत सामान्य प्रशासन विभाग के ज्ञापन कमांक 1276 / 1005 / 2021 / एक / 6, दिनांक 16.08.2021 द्वारा पुनः इस संबंध में पत्र प्राप्त हुआ है। आपके द्वारा प्रकरण पर आवश्यक कार्यवाही की जानकारी आज दिनांक तक अपेक्षित है। अतः आदेशानुसार तत्संबंध में तत्काल आवश्यक कार्यवाही कर, कृत करार्यवाही से अवगत कराने का कष्ट करें।

अवर सचिव  
छ.ग. शासन, उच्च शिक्षा विभाग

पंजी क्रमांक 3783/2021/88  
उच्च शिक्षा विभाग, मद्रास  
18.10.2021

छत्तीसगढ़ शासन  
सामान्य प्रशासन विभाग  
:: मंत्रालय ::  
महानदी भवन नवा रायपुर अटल नगर  
जिला- रायपुर-492002

क्र. 1276/1005/2021/एक/6 नवा रायपुर अटल नगर, दिनांक 16 अगस्त 2021  
प्रति,

सचिव,  
छत्तीसगढ़ शासन  
उच्च शिक्षा विभाग,  
मंत्रालय महानदी भवन,  
नवा रायपुर, अटल नगर।

पं.  
S. V. S. Sainy  
18-10-21

विषय:- Internship in Ministry of External Affairs Policy-reg

विषयावगत कार्यालय आवासीय आगुक्त छत्तीसगढ़ भवन नई दिल्ली का पत्र क्रमांक 402/30/03/2021 के साथ भारत सरकार, विदेश मंत्रालय, नई दिल्ली का पत्र क्रमांक Q/States/551/12/2021 दिनांक 19.03.2021 एवं संलग्न सहपत्रों का निकटतम सवध आपके विभाग से होने के कारण नियमानुसार आवश्यक कार्यवाही हेतु मुलतः संलग्न प्रेषित है।

संलग्न:- उपरोक्तानुसार

*Rohit*  
(रोहित मा यादव)  
उप सचिव  
छत्तीसगढ़ शासन  
सामान्य प्रशासन विभाग

402/30/03/2021  
13/10/21

*S. V. S. Sainy*  
18/10/21

2247  
16/10/2021