

**Ministry of External Affairs  
[Administration Division]**

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**MEA Internship Policy in International Law [2023]**

Ministry of External Affairs is launching the first edition of the MEA Internship Program in International Law for the year 2023-24. This programme is aimed towards continuing the aim of the Ministry to bring in more focus on MEA; to provide value to the interns by providing exposure to International Relations & Diplomacy and to provide a platform for talented youth to nurture their talent in the field of International Law.

**Eligibility**

2. Internships at MEA headquarters shall generally be open to Indian citizens with a minimum educational qualification of a graduate/postgraduate degree in law from a recognized university or who are in their final semester/year of undergraduate/postgraduate programme, where an internship is a mandatory part of their final year curriculum. Age of the candidate should not exceed 27 years as on 31 December of the year of internship.

**Intake and duration**

3. Every year, internships in International Law will be offered to a maximum of 06 interns will be engaged by the Ministry. Each intern can be engaged for a minimum period of one month upto a maximum period of three months.

**Diversity**

4. All efforts will be made to ensure diversity and inclusivity amongst the group of interns selected for the internship. A minimum of 30% may be filled by women candidates.

**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.
7. Candidates should apply online only. Separate merit lists will be prepared 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 during the Preliminary Screening stage.

8. The total number of candidates called for interview will be three times the interns to be engaged in each term. Candidates selected in the merit lists will be called for personal interview to be conducted by videoconferencing. A maximum of 06 candidates will be selected from the interview process and offered internships. If any selected candidate opts out, the next candidate in the merit list from the individual state will be offered opportunity.

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

09. 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**

10. The internship programme provides an introduction to the process of formulation of foreign policy, its implementation by the Government of India and the role of international law in foreign affairs/international relations. 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.
11. 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 of any information relating to the Ministry of External Affairs.

#### **Termination of internship**

12. 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. In such cases, the cost of air travel, if any, will be recovered from the intern.

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