

NALANDA UNIVERSITY (NU) INTERNSHIP PROGRAMME

Status: Open (Rolling Internship Programme)

The NU internship programme will provide an opportunity for young thinking minds with good academic records from reputed institutions to engage and understand institution building. Ideas from budding scholars, we believe, will be important in the establishment of Nalanda. On the other hand, the internship programme will also provide the interns with an excellent opportunity to familiarise themselves with the work culture of an international University.

Eligibility

The programme is open to candidates from around the globe. The candidates should minimally have a Bachelors' Degree from a recognized institution. Post Graduate students can also apply and will get preference. The intern should have a consistently good academic track-record and should preferably be from a Centre/Institution of excellence.

The internship programme will neither be a job nor is any such assurance attached with the appointment in the University.

Duration

The duration of the internship will be for a period of 2 - 6 months.

Location

- Rajgir, Bihar
- New Delhi

Declaration of secrecy

Interns are required to furnish to the University the declaration of secrecy before the commencement of the internship. Verification and reference checks will be completed on the 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.

Certificate of Internship

Certificates will be issued to the interns on satisfactory completion of their internship.

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(s), consent of the concerned Department and approval of the competent Authority. 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 University offers rolling internships with start dates throughout the year and the selection process may be initiated subject to the requirements from various Departments of the University.

Number of interns in the University

Maximum number of slots to be offered to these interns shall not exceed 20 at any point of time. Not more than two interns will be engaged by any Department at any point of time.

Remuneration

The shortlisted candidate may be offered a stipend of INR 25,000 per month. For exceptional candidates, the remuneration may go beyond the stipulated amount, subject to approval from competent authority. Please note that no accommodation is provided for internship in New Delhi. However interns in Rajgir may be considered for accommodation, as per availability of such facility.

Termination

The University can terminate the internship programme at any time, as the University deems fit, and without showing any reason. The University's decision shall be final in this regard. Interns also have an option of leaving the programme, if they so desire, giving prior notice of one month to the University.

Expectations from interns

In addition to a deep interest in the working culture of an academic institution, an intern should have:

- strong English communication skills
- strong analytical skills
- word processing skills and Computer skills

Opportunities:

Some of the departments where internship opportunities may be available are:

- Academics
- Administration
- Admissions
- Communication
- Engineering (Civil & Electrical)
- Student Affairs
- Library
- Information and Technology

Currently Internships are available in the departments of Student Affairs, Admissions, Communication and I.T.

Mode of Application

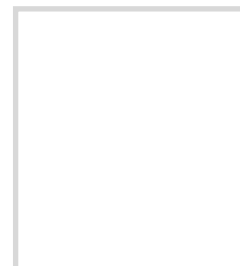
Applicants, who are still pursuing their degree programme, will be required to produce a permission letter from their Head of Department.

Candidates are expected to send the application along with:

1. a short statement of purpose (not more than 500 words)
2. an up-to-date CV

The Application duly filled in the format given below, along with the SoP and CV may be sent to internship@nalandauniv.edu.in. In case the candidate is shortlisted she/he will be called for a skype interview at a specified time and date.

APPLICATION FOR INTERNSHIP



1. Name :
2. Nationality :
4. Address for correspondence :
5. Contact No :
6. E-mail address :
7. Date of Birth :

8. Educational Qualification (Starting from Class XII / School leaving Examination onwards):

S.No	Name of Board/University/Institute	Examination Passed	Year of Passing	Division obtained with	Subjects
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				percentage	

10. Period during which internship is required :

11. Names and contact details of two Referees from the present Institution or the Institution(s) last attended :

12. Extracurricular activities :

13. Projects undertaken, if any :

I certify that the above information furnished by me is true to the best of my knowledge and belief:

Place:

(Signature)

Date:

(Name)