



**India Centre for Migration (ICM)**  
**(A Regd. Society of the Ministry of External Affairs)**

**Term of Reference**

**Internship Programme for calendar year 2019**

The India Centre for Migration (ICM) is a 'not for profit' society established by the Government of India in July, 2008 to serve as a think tank on all matters relating to International Migration. The Centre undertakes empirical, analytical and policy related research, implements pilot projects to document good practices and assists in capacity building of stakeholders at the sub-national level.

ICM is inviting applications for its internship programme. In the calendar year 2019 there are five internships available to apply with the number of internships mentioned against each of the three areas mentioned. The internship program is available in the areas of (a) Pre-Departure Orientation & Training (PDOT) and Skills – 2 Internships, (b) Media and Communication – 1 Internship and (c) Research on International Migration & Diasporas -2 Internships.

The internship program provides an opportunity to carry out substantive policy research including analysis and providing inputs that would be useful to the Overseas Indian Affairs (OIA) Division of the Ministry of External Affairs (MEA).

**Eligibility**

- i. Bachelor's Degree with 60% marks in any subject from a recognised university.

Preference in shortlisting will be given to candidates having higher educational qualifications and/or experience in the field of international migration and diasporas.

- ii. Age limit: 35 years as on the last date of submission of application.

**Deliverables**

Deliverables for the identified areas of internship will be informed at the time of allocating the same to successful interns.

**Duration:** One year (12 months); extendable for a further period of three months on evaluation of work performance.

**Remuneration:** A consolidated amount of Rs. 30,000 per month.

### **Programme requirements**

1. Interns will work under the guidance of CEO, ICM or officers as nominated by the competent authority.
2. Interns are expected to be full-time with ICM during the term of the internship.
3. He/she will be required to submit a written report of 1000 words once in a month to CEO, ICM as per the format of ICM.
4. Four months after joining the internship program, he/she will make a presentation to Committee set up by ICM which will evaluate the research study. Another presentation will be after 8 months with the final presentation at end of the internship program.
5. Selected research interns will be required to also help organize & participate in conferences, lectures, seminars & other academic events organized by ICM.
6. A final presentation will be made to an identified Expert Committee set up by MEA 15 days before the end of internship to review and finalize the report as per the identified deliverables.
7. The interns are required to submit a final report consisting of at least 10,000 words including sources of data, key observations, analysis, findings, recommendations for MEA etc., including on specific areas of work allocated.
8. The offer of internship is subject to satisfactory performance of the individual and can be terminated on a 15-days notice by ICM without specifying any reason. The interns are required to submit a similar 15-day notice period for any discontinuation.
9. Interns will be entitled to a maximum of 1 leave per month during the Fellowship period with prior approval of CEO, ICM. The leave, however, shall not be encashable.
10. All intellectual property arising out of the research study shall be owned by ICM. However, the interns will be permitted to use the output for intellectual pursuit, educational and teaching purposes. He/she will be permitted to publish only after prior approval of CEO, ICM.
11. Commercialization of research outcomes funded by ICM shall be subject to express permission and terms agreed to by ICM.

### **Mode of Application**

**The applicants can send their updated resume and a copy of most recent publications, if any, to ICM to [icm@mea.gov.in](mailto:icm@mea.gov.in).** Please fill up all details pertaining academic qualifications, experience, list of publications and work experience as per the format/table given in this advertisement. **Applications sent otherwise shall not be considered.**

### **Applicant's information in tables:**

All applications must be submitted with the latest CV and details filled in the format as shown below, along with other important details.

#### **Basic Information:**

Candidate's Name	DoB	Gender

#### **Education:**

Degree	Subject	Name of the University	Duration (from – to)	Percentage/ Class

#### **Work experience:**

Organization	Designation	From	To	Responsibilities handled	Total years (per org)
Grand total no. of years of work experience					

#### **Publications:**

S. No	Name of the Journal/Book	Title of the work/article published by applicant	Year of publication	Name of the publisher

#### **Book reviews/articles:**

S. No	Name of the Journal/Newspaper/Magazine	Title of article	Year of publication	Name of the publisher

#### **Details of Fellowship/grant:**

S. No	Details of fellowship	Organization	Year

**Application deadline:**

Applications for the internship program will be received till **5 PM, 31 January 2019.**

**Please mention in the Subject Line of the e-mail the area applied for amongst the three areas specified in this ToR, otherwise which the application shall be rejected.**

**An applicant can apply for only one of the three areas advertised and not for all the three. Do not send multiple applications.**

**Note:**

The Competent Authority reserves the right to relax the essential requirements for the selection of intern/s in exceptional cases. As such, candidates not fulfilling the essential requirements may also apply.