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**INTERNSHIP POLICY CUM GUIDELINES**

**About the Internship Programme**

The Internship Programme by CNSS aims to provide students with valuable experience in the fields of national security and foreign policy. Interns will have the opportunity to contribute to ongoing research projects, gain exposure to policy analysis, and work closely with experts in the field. This programme offers a unique opportunity for students to gain hands-on experience in these critical areas.

**Eligibility:**

1. Doctoral (PhD) Students, Master’s degree-holders, Professional degree holders (e.g., LLB, BTech, etc.), Master’s degree programme students and Graduates (including those who are in the Final Year of Graduation).
2. Strong academic performance and demonstrated interest in National Security, International Relations, Sustainability, Climate Security , Human Security and Emerging Technologies issues are preferred.
3. International applicants are welcome to apply, but proficiency in English is required.

**Duration:**

1. Usually, the call for interns is on a rolling basis.
2. Internships are typically offered for a duration of one to six months, depending on the availability of the intern and the needs of the organization.
3. Flexible start and end dates can be arranged to accommodate academic schedules.

**Format:**

1. The internship will be conducted two formats (1) Physical (2) Virtual
2. The physical format at the premises of CNSS in Bengaluru.
3. The virtual internship will be held online with periodic review meetings.

**Responsibilities:**

1. Interns will assist with ongoing research projects, including literature reviews, data analysis, and drafting reports.
2. They will have the opportunity to contribute to articles, policy briefs, and other written materials for publication.
3. Interns will support in the organisation of events, such as workshops, seminars, and conferences.
4. Overall, Interns shall engage in a variety of tasks that reflect the organisation’s functions to support the center, programme(s), and initiative(s) to which they have been assigned.
5. Perform any other duties as assigned by the Senior Research Officer (SRO) or as required by the centre so as to promote the overall excellence and development of the organisation; any other work assigned from time to time.

**Supervision and Mentorship Opportunities:**

1. The selected interns will work under the direct supervision of the Heads of the India Strategic studies Programme, Non-traditional Security Programme and Emerging Technologies Programme, who will also oversee their day-to-day activities.
2. Selected interns are assigned specific mentors with expertise in verticals compatible with the former’s research interest area and inclinations.
3. Interns will have the opportunity to interact with other researchers and experts in the field, receiving mentorship and networking opportunities.

**Training and Development:**

Interns will have access to events/training sessions/workshops covering relevant topics in national security and foreign policy. They will be encouraged to participate in discussions, seminars, and other learning opportunities to broaden their understanding of key issues.

**Evaluation and Feedback:**

1. Interns will receive regular performance evaluations from their supervisor.
2. Feedback sessions will be conducted to provide interns with constructive feedback and identify areas for growth.

**Compensation and Benefits:**

1. Internships at CNSS are usually unpaid.
2. Upon successful completion of the internship, satisfactory completion of work assignments and submission of final internship work, a certification will be issued to the interns.
3. Paid interns may be enrolled for specific projects. The renumeration and duration will be decided by the Director.

**Confidentiality and Ethics:**

1. Interns will be required to adhere to strict confidentiality guidelines and highest ethical standards, particularly when handling sensitive information.
2. They will be expected to conduct themselves with professionalism and integrity at all times.

**Application Process:**

1. Call for Internship may be issued by the Deputy Director / SROs as on required basis after approval of the Director. Applications will be reviewed on a rolling basis, and shortlisted candidates will be invited for an interview.
2. Interested applicants would be required to share their CV and a letter of intent along with a writing sample if any demonstrating their interest in national security and foreign policy.
3. Applicants must specify in their letter of intent their intended starting date of the internship and list three research topics they are interested in.
4. The details of short listed Applicants will be processed by the Deputy Director / SRO for approval of Director along with the details of Biodata, area of research/work , duration and terms and conditions of internship after which a letter of appointment will be sent to the applicant.

**Diversity and Inclusion:**

We are committed to fostering a safe, diverse, and inclusive environment. We encourage applications from individuals of all backgrounds, including those from underrepresented groups.

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