

SAARC Internship Programme



SAARC SECRETARIAT
KATHMANDU

(For official use only)

Application No.:	Date received -----
Internship period:	From:----- To:-----
Area of interest:	
Reasons, if rejected:	

One passport size photo
attested by responsible
state authority or principal
of institution which you last
attended

APPLICATION FORM

I. PERSONAL DATA

(All columns are required to be filled in)

1. Family Name (surname)		2. First name (given name)	
3. Gender	4. Date of birth (dd/mm/yy)	5. City/Country of birth	6. Nationality
7. Postal address:			
8. (a) Tel. No.		(b) E-mail:	
9. Permanent address:			
<u>Parent's particulars</u>			
10. Father's name:		11. Father's nationality:	
12. Mother's name:		13. Mother's nationality:	

II. EDUCATION, EMPLOYMENT EXPERIENCE AND RESEARCH INFORMATION

14. Current Education				
Institution Name, City, Country	Attended		Degrees obtained	Major subjects of study
	from (m/y)	to (m/y)		
15. Education Completed				
16. Work Experience				
Name of agency/organization	Exact title of position	Years of Service		
		from (m/y)	to (m/y)	
17. Computer skills				
18. Publications (if any)				
19. Language knowledge	Read	Write	Speak	
Mother tongue				
20. Scholarships/Awards received (if any)				
21. Career Plans				

III. INTERNSHIP INFORMATION

22. **Preferred work assignment:** Please indicate three main areas by numbering (eg i, ii, iii) in the order to preference in which you would like to focus your study during the internship:

- Human Resource Development and Tourism
- Agriculture and Rural Development
- Environment, Natural Disasters and Biotechnology
- Economic, Trade and Finance
- Social Affairs
- Information and Poverty Alleviation
- Energy, Transport, Science and Technology
- Education, Security and Culture

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the Programme for which I seek Internship at SAARC. I fulfil the minimum eligibility conditions and have adequate competence in English. In this regard, I have provided the necessary information and documentary evidence to support my claim. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by SAARC at any time.

Signature of Applicant: _____

Date: / /

Signature of Parent/Head of Institution: _____

Date: / /

Before sending this application, please use the following checklist to verify whether you have followed all necessary steps:

- *All requirements are met as per the guidelines;*
- *All questions in the form have been answered;*
- *A curriculum vitae and short written essay of 500 words stating your interest in obtaining the internship are attached to the application;*
- *One passport size photo (not older than six months) is attached/enclosed;*
- *The form has been signed by the applicant;*
- *Letter of Recommendation from the Head of University/ Institution; and*
- *Sponsorship guarantee letter from parent/head of institution has been attached.*