

Internship Application Interest Form

Nepal-India Chamber of Commerce & Industry (NICCI)
OFFICIAL APPLICATION · FOR INTERNAL USE

INSTRUCTIONS

Please complete all fields legibly in capital letters or type. Incomplete forms will not be considered.
Attach all required supporting documents before submission.

01 PERSONAL INFORMATION

FULL NAME (AS PER CITIZENSHIP / PASSPORT)

GENDER

Male Female Other Prefer not to say

DATE OF BIRTH

CONTACT NUMBER

EMAIL ADDRESS

PERMANENT ADDRESS (DISTRICT / PROVINCE / COUNTRY)

02 ACADEMIC BACKGROUND

CURRENT INSTITUTION / UNIVERSITY

DEGREE PROGRAM

FACULTY / MAJOR

YEAR / SEMESTER

03 INTERNSHIP PREFERENCES

AREA OF INTEREST (SELECT ALL THAT APPLY)

Trade & Commerce Policy & Research Business Development Communications & PR
 Finance & Accounts Event & Coordination Digital & IT Administration

OTHER (PLEASE SPECIFY)

PREFERRED INTERNSHIP DURATION

1 Month 2 Months

AVAILABLE START DATE

04 SKILLS & EXPERIENCE

RELEVANT SKILLS (E.G. MS OFFICE, RESEARCH, COMMUNICATION, LANGUAGE PROFICIENCY)

PREVIOUS INTERNSHIP / WORK EXPERIENCE (ORGANIZATION, ROLE, DURATION)

05 STATEMENT OF PURPOSE

WHY ARE YOU INTERESTED IN INTERNING AT NICCI? (BRIEFLY STATE YOUR MOTIVATION AND GOALS) (250-300 WORDS)

06 EMERGENCY CONTACT INFORMATION

FULL NAME OF EMERGENCY CONTACT

RELATIONSHIP TO APPLICANT

CONTACT NUMBER

EMAIL ADDRESS (IF AVAILABLE)

DOCUMENT SUBMISSION REQUIREMENTS

Applicants are required to submit a Letter of Interest along with this application form.

The following documents must be attached at the time of submission:

- Completed Internship Application Interest Form
- Letter of Interest / Motivation Letter (addressed to the Director, NICCI)
- Updated Curriculum Vitae (CV)
- Copy of Academic Transcripts / Marksheets
- Copy of Citizenship and Passport (identification page)
- Institutional Recommendation or Enrollment Verification Letter (if applicable)

Submit completed applications to: secretariat@nicci.org or deliver in person at the NICCI Secretariat.

Declaration: *I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that any false or misleading information may result in the disqualification of my application or termination of internship. I agree to abide by the rules, regulations, and code of conduct of the Nepal-India Chamber of Commerce & Industry (NICCI) during the internship period.*

I further acknowledge that NICCI provides a standard stipend to interns in accordance with its internship policy. For international applicants, any accommodation requirements during the internship period must be arranged and managed independently by the applicant.

SIGNATURE OF APPLICANT

DATE