



General Guidelines for National and International Interns

Thank you for expressing your interest in Interning with EDREST.

We appreciate your willingness to contribute to our endeavours. We work on a range of different activities in Mumbai to help improve the quality of life for its people and to help build entrepreneurship environment and culture.

Before committing to volunteering or internship with us, we recommend you go through all the information mentioned in this document.

Location: Mumbai, officially named Bombay until 1995, is the financial capital of India and the home of India's Bollywood film industry. It's a cosmopolitan and increasingly westernized city that's an important base for industry and foreign trade. Mumbai is located in the state of Maharashtra, on the west coast of India. Mumbai now has a rapidly growing population of over 20 million people, making it one of the world's largest cities and the largest city in India. A large majority of the people are migrants from other states, who have come in search of employment. The international and domestic terminals at Mumbai Chattrapathi Shivaji Airport are separately located in different suburbs. The international terminal is in Andheri East while the domestic terminal is in Santa Cruz, 30 kilometres (19 miles) and kilometres 24 (15 miles) north of the city respectively.

Climate: Mumbai has a tropical climate. It experiences very hot, humid weather during April and May, with temperatures around 35 degrees Celsius (95 Fahrenheit). The onset of the monsoon begins in early June and rain is experienced until October. The weather remains humid, but the temperature drops to around 26-30 degrees Celsius (80-86 Fahrenheit) during the day. Following the monsoon the weather gradually becomes cooler and drier until winter sets in, late November. Winters in Mumbai are pleasant, with top temperatures of 25-28 degrees Celsius (77-82 Fahrenheit) during the day, although nights can be a little chilly.

Internship Options

The following are volunteering/Internship options that can be pursued depending on your skill set, area of interest and the time you have at hand.

Long term Internship - This requires a minimum commitment of a month. Based on the form below we will mix and match your skills sets and your areas of interest to the needs of the organization. This could range from volunteering on EDREST's existing and upcoming projects (more details can be exchanged through emails). EDREST team will assist you to organize your accommodation and meals at your budget if necessary. Please give us an idea of your daily budget in the form below.



Short Term Interns - This requires anywhere from a day to a month commitment. Short term interns are ideal both for individuals and working professionals to work on short assignments with EDREST community teams.

Please note that all expenses will have to be borne by the intern during the course of their internship with EDREST.

EDREST, Row House 28 & 29, Sector: 2A, Opposite NMMC School, Koparkhairane, Navi Mumbai - 400709, Maharashtra, India.

Phone: +91-9769209051

Email: contact@edrest.org

Website: www.edrest.org



INTERNSHIP ANNOUNCEMENT & BASIC ELIGIBILITY CRITERION

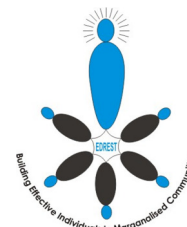
Job Title:	Intern	Job Department:	CSR /Social Service
Position Type:	Intern	Location:	Mumbai (Navi Mumbai)
Level/Salary Range:	NA	Travel Required:	Yes
Type of training:	On the job training	Internship Starts:	Click here to enter a date.
EDREST Contact Person:	Application accepted by	Internship Ends:	Click here to enter a date.
Applications should be posted to:			
E-MAIL : CONTACT@EDREST.ORG DHIRAJRANKHAMBE@EDREST.ORG		DHIRAJ RANKHAMBE – DIRECTOR Entrepreneurship Development and Resources Support Trust (EDREST) Row House No: 28 & 29, Sector: 2A, Koparkhairane, Navi Mumbai – 400709, Maharashtra, India	
Subject: Placement of Interns at EDREST (Entrepreneurship Development and Resources Support Trust), Mumbai, India			
Job Description			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> • Assignment • Participating in implementation of field level activities • Documentation • Openness to travel on assignments • Adherence to EDREST HR & Administrative policy 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none"> • Graduates will be preferred • Students from Social Work or Business Management streams will be given preference for internships and field work with EDREST 			
PREFERRED SKILLS <ul style="list-style-type: none"> • Good communication in English and/or any other Indian language • Basic or advance use of computer (internet, MS Word, MS Excel & PowerPoint) • Documentation and reporting skills would be an added advantage 			



GUIDELINES FOR INTERNSHIP AT EDREST

Documents to be appended with Internship Application Form

SN	Particulars to be completed	Particulars details for clarity
1.	Internship Application Form	Form complete, sign with attached photographs and mail to the appropriate person at EDREST or on contact@edrest.org
2.	Internship evaluation /Assessment format	Applicant must get a structured internship evaluation format from their Institute. In charge at EDREST will fill the complete form and grade the intern accordingly.
3.	Documents from your Institute/College/Employees	<ul style="list-style-type: none"> • Submit your official transcripts from the college or university you are now attend. • A formal letter of reference or recommendation, either academic and/or work-related, is required.
4.	Internship approval interview	<ul style="list-style-type: none"> • Interview will be telephonic and/or through videoconference for international and applicants from out of Mumbai (India). • The candidates from Mumbai will have to appear for personal interview at EDREST office.
5.	Financials	<ul style="list-style-type: none"> • EDREST will not provide any kind of stipend or living cost to an intern, which will be also mentioned in the offer letter. • All project related expenses will be reimbursed, only against the completely filled voucher forms. • EDREST will not be responsible for paying any health or medical insurance to the interns. • Interns are advised to take care of their accommodation and travel to & from their university, residence to EDREST office or sites.
6.	International Internship Confirmation Procedures	<ul style="list-style-type: none"> • Interns must follow through on tasks necessary to obtain appropriate visa. • Please maintain regular contact with EDREST Internship Coordinator throughout this process till you receive the internship approval letter.
7.	EDREST offer letter	EDREST will provide letter required for visa and offer letter for internship if required.



Intern Application Form

SN	PARTICULARS	DETAILS
1	FULL NAME OF THE INTERN/ ASPIRANTS	
2	DATE OF BIRTH	
3	LANGUAGE KNOWN	Speak: Write: Read:
4	INTERNS CONTACT DETAILS	Mobile Number:
		Landline Number:
		Email:
5	*INTERNATIONAL INTERNS VISA TYPE	Working / Non-Working (Tick the appropriate)
6	*PASSPORT NUMBER DATE OF ISSUE AND EXPIRY	
7	*DETAILS OF MEDICAL & HEALTH INSURANCE	
8	INTERN'S NATIONALITY & CURRENT LOCATION	
9	CONTACT ADDRESS	
10	CURRENTLY PURSUED EDUCATION TITLE	
11	SUBJECTS & SPECIALIZATION	
12	PREVIOUS QUALIFICATION RECEIVED	
13	COLLEGE/UNIVERSITY/ INSTITUTE NAME	
14	LOCATION OF ACADEMIC INSTITUTE	
15	TIMEFRAME OF THE INTERNSHIP	Start Date: ____/____/____ (D/M/Y)
		End Date: ____/____/____ (D/M/Y)
16	YOUR INSTITUTE FACULTY / SUPERVISOR /INCHARGE OF INTERNSHIP	Full Name: Phone Number:
		Designation: Email:
17	PRIOR WORK EXPERIENCE	Last organization name: Designation:
18	COMPUTER PROFICIENCY/ SKILLS	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	AREAS OF INTEREST FOR INTERNSHIP	<input type="checkbox"/> Implementing projects <input type="checkbox"/> Corporate presentation <input type="checkbox"/> Networking with NGO's <input type="checkbox"/> Fund raising <input type="checkbox"/> Documentation <input type="checkbox"/> Other specify:



SN	PART 2: OTHER DETAILS	
1	Interests & Hobbies	
2	What are you passionate about?	
3	Previous volunteering/ internship experiences?	
4	How did you hear about EDREST?	
5	Have you gone through our website?	
6	What is your understanding of what EDREST does?	
7	Are you keen on long term or short term volunteering/ internship?	<input type="checkbox"/> Short Term (Less than a month) <input type="checkbox"/> Long Term (More than a month)
8	Why do you want to volunteer/intern and what do you expect to learn from this experience?	
9	Any specific project areas you are interested in?	
10	Are you traveling alone?	
11	Do you suffer from any cardiovascular/pulmonary ailments? Or any other chronic illness? Please specify	
12	Any other specific requirements which you may have?	

***Mandatory for International Candidates**