

# International Institute for Forensic & Security Studies Lucknow, India



## **Summer 2020 Online Internship Program**

**ELIGIBILITY:** Master's degree holder students or those currently pursuing their Master's degree in Forensic Science, Criminology, International Security, Law, Police Studies, Disaster Management and various related areas. Students must be well versed in Spoken and Written English, and should possess good IT Skills, i.e., using IT for work; mainly working with computers/laptops, use of MS-Office (Word, Powerpoint, Excel, Outlook), Emailing, and, Web Browsing. Good Communication and Interpersonal Skills are a must. Knowledge of using Skype would be an asset.

**WORK EXPERIENCE REQUIRED:** None.

[*Kindly Note:* Those with 02 years or more of full time work experience are NOT eligible for this internship opportunity. This is intended for fresher students only].

**VACANCIES / POSITIONS OPEN:** Multiple.

**AGE LIMIT:** None.

**COUNTRY OF RESIDENCE & NATIONALITY:** Any.

**DURATION:** May 2020 to August 2020. Interns may choose any duration between minimum One to maximum Three months beginning Third Week of May 2020 (Monday-May 18, 2020, tentatively).

**MODE & TIME COMMITMENT:** 100% Online, Part Time (20 hours per Week)\*, Remotely Based/Work From Home opportunity. Timings are flexible and may vary from student to student.

### **JOB RESPONSIBILITIES:**

- Assisting with Academic, Administrative, and/or Research Activities of the Institution.
- Each Student would get to independently undertake a small Technical (where possible) or Non-Technical Research Project relevant to their area of specialization or interest; approved by the Institution, and come out with a publishable quality Research Paper / Article. The Article/Paper may then be sent for publication in International & National journals, upon recommendation from the institute.
- Every Student would be assigned a *Supervisor*, whom they would report to on a day to day or weekly basis (as required), and the Supervisor would also act as an *Advisor* for the Research project being undertaken by the student. In some cases, Research Advisor may be different from

the General Supervisor, depending upon the area the Research project is undertaken in. Your Research Advisor would also act as the Co-Author for your paper, and the paper would be submitted & published (if selected) in the name of IIFSS, India and not your current college/university.

- Interns would be required to take part in one to one Skype meetings with their Supervisor/Research Advisor from time to time.
- A short written Report concerning the Internship should be submitted to IIFSS, India upon completion of the training period. More information on writing the report would be shared with selected Interns.
- Interns would be expected to undertake other miscellaneous tasks allotted by the institute in relation to the above.

**REMUNERATION:** None.

This is an Unpaid internship opportunity. Although successful candidates may be given preference in future job opportunities available with the institute, if found eligible and suitable for any potential role, and are interested and have applied for the same. The interns would also need to go through the routine selection procedure meant for all candidates applying for any potential job role.

**APPLICATION PROCEDURE:** Kindly submit your detailed CV (*Two pages max, A4 Size*) and a Cover Letter (*One page max, A4 Size*); indicating your suitability for the position and reasons behind your interest in pursuing an internship at IIFSS, India. Also mention a few of the preferred subject areas\*\* you would be interested in working, your preferred functional areas (administrative, research, or academic), and preferred duration of internship in your Cover Letter. All CVs & Cover Letters be sent via email to: [director@iifs-studies.in](mailto:director@iifs-studies.in). All Cover letters must be directed to **Ms. Kajal Singh, Founder & Director, International Institute for Forensic & Security Studies, Lucknow, U.P., India.**

\*\*A list of subject areas can be found under **Courses** section of our official website: [www.iifs-studies.in](http://www.iifs-studies.in) or in the enclosed Information Brochure.

**SELECTION PROCEDURE:** A 'Skype' interview would be conducted after the initial review of your CV and Cover Letter. Following which an Offer Letter would be sent out to selected students. All students would need to accept the Offer of Internship and all conditions stated therein, in writing, before joining the internship. Interns would also be expected to follow/abide by all *Rules & Regulations* informed by the institute and their Internship Supervisor/ Research Project Advisor from time to time.

**GENERAL INSTRUCTIONS:** All Interns must possess a PC or Laptop and Hi-Speed Internet Connection to be eligible for this Online Internship opportunity and for successfully carrying out their duties during the same.

**INTERNSHIP ADVANTAGES:**

- Flexibility of individually designed Internship Program, based upon individual needs, requirements and academic and/or professional goals.

- A **'CERTIFICATE OF COMPLETION'** would be awarded to all those who successfully complete the full internship period, and submit all work allotted during the same.
- Students also get to learn and improve on their Academic/Subject Matter knowledge, IT Skills, Researching Skills, Report Writing Skills, Communication Skills and Technical Skills (if working on Technical projects), together with learning to efficiently carry out office work remotely/from home, which would also count towards work experience and can be added to your Resume.
- Current students who are looking for Internship opportunities that provides 'course credits' can use the number of hours\* worked during this internship to count towards the same. [\* Full Time role 'may be' considered for some interns, upon prior request, as per specific university requirements in terms of hours worked].
- Interns also get to improve their English Language Skill by enrolling into our English language Masterclass; free for all interns at IIFSS, and prove their skill to potential Employers and Higher Education Institutions by appearing for one of the English Language Assessment Tests, conducted by IIFSS in association with Cambridge Assessment English, a department of University of Cambridge, England, U.K., at the end of the Masterclass. University of Cambridge, U.K. provides a *Score Report* for all of its Assessment Tests, recognized worldwide by various employers and higher education institutions.  
[Please Note: English language classes for interns would be entirely free, however, different Assessment Tests conducted by University of Cambridge have different Test Fee associated with them, depending on the type of Test. Appearing candidates would need to pay the Test Fee, as per the Test taken by them].
- Interns may also be given the opportunity to work as Teaching Assistants (depending upon availability and requirement at IIFSS) during the Internship, in case they need to fulfil Teaching Practicum requirement at their respective Universities. However Interns are normally not expected or required to teach as part of this Internship program.

**EXTENDED DEADLINE FOR APPLICATION: Monday-May 11, 2020**

**APPLICATION FEE:** None.

However, there will be a small charge towards postal mail and certification fee, for issuance and sending of 'Original' hard copy certificates via registered postal mail to students, amounting to INR 1000/- (Indian Rupees One Thousand only) for students within India, and US\$15.00 (US Dollar Fifteen only) for students Abroad, to be paid to IIFSS via Paypal, Google Pay, or Paytm, upon completion of the internship, for a 'Certificate of Completion' to be issued. *It is 'optional' for an Intern to ask for an Original Hard Copy Certificate to be issued.*

**E-Copy Certificate will automatically be awarded; 'free of charge', upon completion of internship.**

In case of any further questions, please feel free to reach out to the Institute's **Training department** via email to: [trainings@iifs-studies.in](mailto:trainings@iifs-studies.in) or **General Information** department via email to: [info@iifs-studies.in](mailto:info@iifs-studies.in) or [iifss.india@gmail.com](mailto:iifss.india@gmail.com). You may also reach us via Skype using our Skype ID: IIFSS, WhatsApp number: +91-(0)-9161933221, LinkedIn or Facebook page (Inbox Us!) in case of any further questions or concerns.

More information about IIFSS, India can be obtained from our official website: [www.iifs-studies.in](http://www.iifs-studies.in), or be found in our Information Brochure, being sent along with this Internship information sheet.

We look forward to receiving your applications!

Good Luck!

**-Training Department**

**International Institute for Forensic & Security Studies**

**Lucknow, U.P., India**

**Please Note:** Project work may not be available in 'All' of the subject areas mentioned under 'Courses' section of our Website or Brochure. Kindly inquire with us for more information. Practical/laboratory work related training and projects may available in Cyber Crime Investigation, Digital Forensics, Cyber Security, Mobile Phone Forensics, and related programs only. Wet lab training is not possible in an 'Online' internship, other than some small DIY practical works. Individual Internship program design will be discussed with the applicant during the interview and finalized upon selection for the position. All *Terms & Conditions* stated above may be subject to changes.