

# **Application form for SIDART Traineeship Program**

## **Section 1: Personal Information**

Full Name:

Father's / Guardian's Name:

Date of Birth:

Gender:

Marital Status:

Nationality:

Contact Number:

Email Address:

Current Address:

Permanent Address:

Name of the University:

Class / Year / Department:

Name of the Head Coordinator :

Email of the Head Coordinator:

Phone Number of Head Coordinator:

Are you applying as: Independent Candidate/Collaborative Scheme Student

Name of Supporting Institution (if Collaborative):

Duration of Internship Requested: 1 month/ 2 months/ 3 months or more

Title of Traineeship (can be decided after the joining):

Paste your duly  
attested recent  
photograph here

Preferred Start Date:

Preferred End Date:

- ❖ The SIDART Traineeship Program is open year-round. Students may apply and join at any time with prior written approval from the President of SIDART.

## Section 2: Educational Qualifications

Qualification	Board/University	Year	Percentage/CGPA
10th			
12th			
Graduation			
Post-Graduation			
Others			

## Section 3: Work Experience or Internships (if any)

If you have worked before or done any internships, please fill in the details below:

(any two if any)

Organisation	Role/Title	Duration	Major work done

## **Section 4: References**

Please provide details of two individuals who can vouch for your character or professional/academic background (except your Family Members)

At least one reference must be your teacher or employer.

### **Reference 1**

Full Name:

Designation & Organization:

Address:

Phone Number:

Email ID:

Relationship to you (e.g., college professor, former employer):

### **Reference 2**

Full Name:

Designation & Organization:

Address:

Phone Number:

Email ID:

Relationship to you (e.g., mentor, project guide etc.):

## **Section 5: Documents You Need to Submit**

Please make sure to submit the following:

1. Filled and signed **Application Form**
2. Signed **Terms of Reference (ToR)**
3. A **Letter** addressed to the President of SIDART( 500 words Motivation Letter )
4. **Two Recommendation Letters** (preferably one from your university – dean, professor, etc.)
5. Your **Updated CV**
6. A **Copy of your Passport**
7. A **Copy of your Vaccination Certificate**

*Note: The Application Form and Terms of Reference are provided in the document only.*

Once we receive all the required documents, we will send you an **official Letter of Invitation** which you'll need for your visa application.

As soon as you get your visa, please **send us a copy** for our records.

## **Terms of Reference(TOR)**

### **1. Program Availability**

The SIDART Traineeship Program is open round the year. Students may apply and join at any time with **prior written approval** from the Office of President of SIDART.

### **2. Required Documents (to be submitted before joining)**

Applicants must submit the following:

#### **a) Letter of Request**

A formal letter addressed to the President of SIDART clearly stating:

- The proposed area or subject of traineeship
- Duration of the Traineeship/Internship
- Educational qualifications
- Contact details (address, email, phone number)
- Name and class/year of the current or last attended University/College/School

#### **a.1) Motivation Letter**

A short write-up (within 200 words) explaining why you wish to do a traineeship in a developing country like India and at SIDART.

#### **a.2) Timeline**

Applicants should normally apply at least three months prior to the intended start date of the traineeship.

#### **b) Memorandum of Understanding (MoU)**

If applying under a university/institutional collaboration, an MoU must be signed between the institution and SIDART, duly authorized by both parties.

**c) Recommendation Letter**

A letter of recommendation from your dean or professor on the official letterhead of your institution.

**d) Passport and Visa Copy**

A copy of your passport and visa must be submitted upon selection.

*Note: Tourist visas are **not** allowed.*

**e) Proof of Vaccination**

Submit valid proof of required vaccinations.

### **3. Traineeship Fee (For Self-sponsored Students)**

Selected students must contribute a **developmental fee** to SIDART as follows:

- **\$250 USD for up to 12 weeks (3 months)**
- **\$25 USD for each additional week**

*Note: Students coming through university partnerships are exempted from this fee.*

### **4. Additional Requirements for Self-Sponsored Candidates**

Submit **two letters of recommendation** from references—either from India, their home country, or current country of residence.

Submit an **affidavit** (as included in the application form).

### **5. Code of Conduct**

Trainees must follow all **rules and regulations of SIDART** as well as any additional instructions issued by the President or other authorized personnel.

All **assigned tasks must be completed**, Daily Log File and a final **traineeship report** must be prepared under the supervision of your assigned guide at SIDART and to be submitted to the Honourable President on the successful completion of the traineeship.

## 6. Legal Compliance

All trainees, whether foreign or domestic, must strictly adhere to: **laws and regulations of the Government of India as well as** any laws applicable to foreign nationals while residing in India

SIDART will not be responsible for any legal violations committed by the trainee.

## 7. Selection Process

- Selection is based on your **motivation letter** and a **telephonic interview**.
- The final decision will be communicated via email within **seven working days** of the interview.

## 8. Legal Jurisdiction

In case of any legal disputes or arbitration, the matter will be subject to the jurisdiction of courts in Jaipur, India only.

SIDART Society for Integrated Developmental Activities, Research and Training

4-KHA-17, Jawahar Nagar, Jaipur(India)

Phone: +91 141 2650894

+91 9829215633

e-mail: [sidartngo@yahoo.co.uk](mailto:sidartngo@yahoo.co.uk)

Website: [sidartngoindia](http://sidartngoindia)

Instagram: [sidartngo](https://www.instagram.com/sidartngo)

Facebook: [ngosidart](https://www.facebook.com/ngosidart)

**Affidavit**

I hereby solemnly affirm that:

I have never been convicted by any court of law in any country.

There are no criminal cases pending against me in any country.

I have carefully read and understood the Terms of Reference (ToR) of SIDART Traineeship Program.

I agree to fully comply with all rules and regulations of the host country (India) and of SIDART during the course of my traineeship.

*Refer to Article 4 of the Terms of Reference.*

**Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_