

## **Information for Short-Term Internship Applicants**

### **Application Procedure**

Send an email addressed to Co-ordinator, Short Term Training at [training@nibmg.ac.in](mailto:training@nibmg.ac.in) with the following 2 attachments.

#### **Attachment 1: Your application (in pdf format only).**

The file should have the following contents.

1. Your 'full name', 'contact email' & 'phone number' (mobile).
2. 'Intended start and end dates' of training (Approximate). At least 8 weeks or more. See **Q-1 (a)** below.
3. Your current affiliation (Name of College or University) and academic status (e.g. M.Sc. First Year, 2<sup>nd</sup> Semester). Note that if you have graduated you are not eligible. See **Q-1 (b)** below.
4. 'Areas of Interest' (A paragraph about your interests and what kind of training you wish to receive). See **Q-3** below.
4. 'Why NIBMG?' (A few sentences on why you think NIBMG is an appropriate institution for your training).
6. 'Fellowships' if any for which you are applying (see **Q-10, 11, 12**).

**Attachment 2: Your detailed CV (in pdf format only).** See **Q-2** below.

### **Frequently Asked Questions**

#### **Q-1. What should be the duration?**

- a. Note that the recommended period of training is 3-6 months. We do not allow internships of duration less than 2 months.
- b. Note that during the entire 'proposed duration of training' you must be enrolled in a course (e.g. M.Sc., M.Tech., BS/MS, B.Tech., MBBS, MD, DNB, etc). If selected, you will be required to produce a letter from your parent institute confirming your enrollment status and permitting you to undergo training at NIBMG during the

specified period. Students who have completed their degrees and will not be affiliated with their institution during some part of the training are not eligible to undergo short term training at NIBMG.

- c. Students in undergraduate courses (e.g. B.Tech, BS/MS etc), are only eligible for internship provided they complete at least 3 years (or 6 semesters) before the intended start date of internship. However students who have completed 2.5 years (5 semesters) are eligible to apply for internship provided it is a part of their curriculum and provided the duration of training is at least 4 months.

## **Q-2. Curriculum Vitae (CV)**

Your CV should have all of your academic accomplishments. It should include information regarding marks secured in board and degree exams. For the current degree (being pursued), it should have either year-wise or semester wise break-up of marks/CGPA or the cumulative marks/CGPA till date. CV should also include your technical skills (wet lab/dry lab as appropriate).

## **Q-3. Areas of Interest**

Your areas of interest should be described in a paragraph. It is important to clearly mention one or more specific subject areas of interest so that it is easier for us to evaluate your application. Also clearly mention whether you are interested in 'dry lab' work OR 'wet lab' work or both.

You will find profiles and research interests of NIBMG faculty members on our website [www.nibmg.ac.in](http://www.nibmg.ac.in). Please note that you may mention your preference to train with specific faculty member(s), there is no assurance that, if selected, you will train with them. Depending on their availability and your skills and interests we may assign you to a different supervisor.

## **Q-4. When to apply?**

In general, it is easier for us to process applications that come early. Preferably send your application at least 3 months before your intended starting date. You should receive an email acknowledging receipt of your application within a week. We will generally not consider applications that come at the last moment (e.g. less than one month from the starting date).

## **Q-5. What factors are considered in selection?**

Trainees will be selected by faculty members of the Institute based on the following considerations.

- 1) Overall track record and CV of the candidate
- 2) Availability of lab space, sitting space, and faculty supervisors for the training duration.
- 3) Match of trainee's areas of interest with those of available faculty members.

#### **Q-6. When do I know?**

We will convey our decision to you as soon as it is made, at least before 45 days (1.5 months) from your intended start of training.

#### **Q-7. Arrival/Joining at NIBMG**

**Plan to arrive on a working weekday.** There may be difficulties in obtaining hostel rooms or joining on holidays and weekends.

When you arrive at NIBMG, please bring the following documents:

- 1) A letter from your institute mentioning your academic status and permitting you to undergo training at NIBMG mentioning the duration of training. Also bring relevant documents for activating your fellowship (if you have a fellowship).

Relevant documents showing

- 2) Marks obtained in last semester of M.Sc or equivalent
- 3) Marks obtained in B.Sc. Exam or equivalent.
- 4) A proof of date of birth
- 5) Two passport size photographs.

Note that if you are in an integrated BS-MS course, you may submit document showing your latest and/or cumulative marks so far.

Reaching: We are located quite close to the "Kalyani Main" or "Kalyani Junction" railway station. There is information on 'how to reach NIBMG' on our website:

<http://www.nibmg.ac.in/?q=content/reachnibmg>

#### **Q-8. Accommodation**

Accommodation is provided at the NIBMG hostel (subject to availability) at the rate of INR 2500 per month (not including food). However, trainees are free to arrange accommodation on their own if they prefer.

It should be noted that in case of limited availability of hostel rooms we will give priority to candidates who are residing and also studying outside West Bengal.

**Q-9. What about living expenses such as food?**

Trainees have to bear their own accommodation and living expenses. NIBMG does not pay any stipend/TA/DA to trainees. There is a canteen on campus where food is served on a paid basis.

**Q-10. What if I am applying for a fellowship?**

**Important Information for Students applying for Biotech RISE and other fellowships (except for SRFP of the Science Academies). For SRFP, see <http://www.nibmg.ac.in/academic/SRFP-information.pdf>**

You need to apply for Short Term Internship at NIBMG and get 'provisionally selected' before applying for your fellowship. In your application clearly specify

- 1) Which fellowship you wish to apply with a link to its webpage.
- 2) The deadline for the application for fellowship. (Apply to NIBMG at least 15 days before the deadline of the fellowship).
- 3) For some fellowships the student may need to interact with a faculty member to write a project synopsis. In such cases the student needs to apply to NIBMG at least 30 days ahead of the deadline. After getting provisionally selected for Short Term Training, student would interact with assigned faculty member to prepare the project synopsis and then apply for the fellowship.
- 4) If you are selected by NIBMG, your selection will be 'provisional' on your securing the fellowship.

**Q-11. What if I don't get the fellowship but still want to train at NIBMG?**

You will need to reapply for internship by writing an email saying that you are interested in training without fellowship. If your proposed dates etc. change, you will need to resend the application documents with the modifications.

**Q-12. Can I submit 2 applications. One for fellowship, and one without fellowship ?**

This is necessary only if the proposed dates are different. Otherwise simply mention in your original application that you wish to be parallelly considered for the Short Term internship without fellowships.