DR. AMBEDKAR INTERNATIONAL CENTRE
Ministry of Social Justice and Empowerment, Govt. of India

Dr. Ambedkar International Centre
Ministry of Social Justice and Empowerment
Govt. of India, New Delhi - 110001
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15 Janpath, New Delhi-110001
Dated: 22/11.2022

TERMS OF REFERENCE FOR SHORT TERM INTERNSHIP PROGRAMME
At
Dr. Ambedkar International Centre, 15 Janpath- New Delhi- 110 001

Background

Dr. Ambedkar International Centre (DAIC), at 15, Janpath is a premier International Centre of Excellence of the Ministry of Social Justice and Empowerment, Govt. of India, New Delhi-110001 http://daic.gov.in/about.html. DAIC at 15 Janpath, Delhi was inaugurated by the Hon'ble Prime Minister of India on 7th December 2017. DAIC has been envisaged to be the Centre of Excellence for study, research, analysis and policy briefs in the field of Dr. B.R. Ambedkar's vision, theories, philosophy and policies; socio-economic transformation and inclusive sustainable development and livelihoods; Buddhist studies:- thought, culture and philosophy; social wellbeing.

The DAIC is conducting international level reputed research, documentation, database development, publications, knowledge dissemination, publicity, networking, collaboration with national and international institute/university, capacity building programme, training, seminar, conferences and symposium etc. The main focus of the Centre is to tackle socio-political and economic inequalities. In DAIC, quality research will be conducted by the distinguished scholars from India and abroad through various activities in the Centre. These researches will not only be used to support industry and business houses but also to back all branches related to social sciences/sciences aiming to uplift the life of people. DAIC has its own infrastructure and divisions for achieving its aims and objectives.

DAIC is inviting an internship opportunity from the youth who are Bonafide students of any of the recognized University/College/Institutions within India and for a one month to maximum four months period:-

- The Internship will be on an unpaid basis only Rs. 5000/- per month will be paid as a stipend to the intern as motivational support from DAIC.
- A Maximum of 8 to 10 interns may be selected for a duration of a minimum of one month to a maximum of four months or as per the nomination of the interns from there institute.
- The internship will be available throughout the year based on the requirements of the DAIC.
- **Logistics & Support:** Interns will be required to have their own laptops. DAIC will provide them with working space, internet, and other necessities as deemed fit by the concerned in charge.
- Interns are not financially remunerated by the DAIC. Costs and arrangements for travel, accommodation, and living expenses are the responsibility of interns or their sponsoring institutions.

Purpose:

✓ To give exposure of the selected candidates in the research/academic of the main key research area/theme of the Dr. Ambedkar International Centre, Ministry of Social Justice & Empowerment, Govt. of India.

✓ To allow young academic talent to be associated with Dr. Ambedkar International Centre, Ministry of Social Justice & Empowerment, Govt. of India.

✓ The interns shall have the opportunity to know about the academic and research activities of the DAIC.

✓ To provide the opportunity to contribute and analyses the policy formulation by generating policy inputs such as empirical analysis, briefing reports, data analyses, research paper writing, policy documents, and working papers etc.

A list of domain areas for which Internship is invited as below:

Key Research Area: (Two Internship from each key research area)
- Relevance of the Dr. B.R. Ambedkar vision theories and policies.
- Socio-economic transformation and inclusive development.
- Sustainable development and livelihood.
- Buddhist studies, thoughts, culture and philosophy
- Social well beings and safeguards of mother planet health

Assignment

Regarding the above, DAIC is seeking interns with recommendation/ nomination from their affiliated Colleges/Universities/ Institutions with a keen interest in the thematic area of DAIC research such as Dr. B.R. Ambedkar's vision, theories, philosophy, and policies; socio-economic transformation and inclusive sustainable development and livelihoods; Buddhist studies:- thought, culture, and philosophy; social wellbeing. The interns will be able to support the DAIC in organizing the programme events, and support with background research and communication. The intern will research any of the above key research areas and assist in the organizing of seminars/workshops/symposiums and other academic and research activities through substantive and as well as administrative support and will get the opportunity of being a part of the Dr. Ambedkar International Centre Programme.

Duties and Responsibilities

Under the supervision of the Associate Professor and Other Official of the DAIC and in consultation with the DAIC team, the selected candidate will:
- Assist in the collection, tabulation, and analysis of the data for preparing the report.
- Preparation of the Research Project Report, data entry, and other academic and research activities.
- Organizing, implementing, and monitoring the relevant program activities.
- Assist in preparing a variety of outputs, such as background papers, analyses, briefings, presentations, etc.;
- Conduct research and support data collection and collation;
- Communicate with stakeholders for organizing meetings, events, and/or consultations;
- Assist in reviewing the structure and language of reports and written outputs in English, including proofreading and reformulating;
- Assist on various ad-hoc issues as required by the DAIC.

Competencies:-
- Excellent writing and communications skills in English and Hindi.
- Good knowledge of essential computer software, including word processing, presentations and Internet communication and research;
- Strong organizational skills and the ability to multitask;

- Responsible, responsive, and enthusiastic;
- Strong interest and/or experience in social science research and data tabulation etc.
- Ability to work in a multi-cultural environment and a strong team working capacity;
- Ability to organize academic and research event and help in library management.

Educational Eligibility

Applicants to the DAIC internship program must at the time of application meet the following requirements:

· Bonafide students of any of the recognized University/College/ Institution within India and abroad.

- Be enrolled in a graduate school program or Post Graduate (second university degree or equivalent, or higher);

- Be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent);

- Have graduated/ post graduated with a university degree (as defined above) and, if selected, must commence the internship within one year of graduation.

- Recommendation/ nomination Letter from the Head of the Institution/ Head of the Department/ Supervisor.

- For this internship, applicants from the following subject will be considered: Social Science, Environmental Studies, Law, Development Studies, Public Administration, Political Science, Library Science, and Mass Communication.
- Preference will be given to the University/ Institutions who have collaboration with Dr. Ambedkar International Centre.

Languages:

- Fluency and excellent speaking and writing skills in English and Hindi.

Duty Station:

- The intern will be based in DAIC, 15 Janpath New Delhi, and will be required to be present in the DAIC office during office hours regularly.

Attendance requirement:

For the completion of the internship, more than 80% of attendance is required.

Period/Duration of the Internship:

Minimum One or Two Months or as per the requirement of the recommended institution for their semester requirement but it should not be more than four months.

General Conditions:

- Applicants must be available for a minimum duration of one month (possibility of extension up to four months).
- Interns are expected to work on a full-time basis in the department/office that has selected them, under the supervision of a staff member at an appropriate level. Some flexibility of part working from home is available.
- Interns are not financially remunerated by the DAIC. Costs and arrangements for travel, accommodation, and living expenses are the responsibility of interns or their sponsoring institutions.
- The DAIC accepts no responsibility for the medical insurance of the intern or costs arising from injury, illness, or death that may occur during an internship.
- Applicants for the internship must show proof of valid medical insurance coverage to cover the full period of the internship at the duty station and provide a medical certificate of good health before the commencement of the internship.
- The DAIC accepts no responsibility for loss or damage to personal effects that may occur during the internship.

- Interns are not staff members and may not represent DAIC in any official capacity.
- DAIC may reserve the right for the selection of the candidate and may terminate the intern at any time if found unsatisfactorily performance or any unauthorised activity or misconduct during his/her tenure of internship.
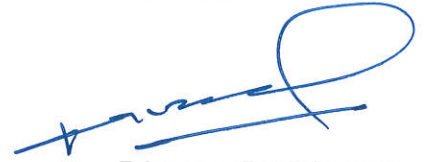
Requirement of the Completion of the Internship:
- After completion of the internship, the intern may need to submit the project report and it will be evaluated by the evaluation committee. After successful completion of the internship intern may present his/her work done during the internship period.
- After the recommendation of the committee and satisfactory performance of the intern an Experience and Attendance certificate will be awarded to the interns.
- For the completion of the internship, more than 80% attendance is required.

Application Instruction:
- Interested candidates are requested to send their CV along with a motivation letter (not more than 400 words) to email dir-daic-mosje@gov.in with a cc to ps.dir-daic@gov.in with the subject "Internship Application" **no later than date 30/12/2022 (05:00 pm)**. Applications will be accepted on a rolling basis throughout the year, hence early applications are encouraged.

Contact for further any information to:

Director DAF/DAIC
(Mr. Vikas Trivedi)

विकास त्रिवेदी/VIKAS TRIVEDI
निदेशक/Director
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र
Dr. Ambedkar International Centre
सामाजिक न्याय और अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Government of India, New Delhi

Dated: 22.11.2022

Place: 15 Janpath New Delhi

Annexure-I

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated:

TO WHOMSOVER IT MAY CONCERN

This is to certify that Mr./Ms. …………………………………… a student of ………………… (name of the University/ College/ Institute)   has successfully completed his/her internship with Dr. Ambedkar International Centre, Ministry of Social Justice & Empowerment, Govt. of India in the domain of …………………………………from…………………….. To……………… During the period of the internship he/she worked under the supervision of…………….. (name of the supervisor) in the following areas:-

1.

2.

She/he has shown special flair for……………… and his/her performance of the report has been rated as ……………………………

During the period of his/her internship programme he/she was punctual and hardworking and have attendance of……………. Percent.

We wish him/her every success in her/his life and career.

Signature and Name of the Supervisor/Advisor   Signature of the Director

<div align="right">**Annexure-II**</div>

FORMAT FOR NOC TO BE OBTAINED FRO UNIVERSITY/COLLEGE/INSTITUTION

<div align="center">(To be given on Letter Head)/To be signed by HOD/Principal</div>

<div align="right">Dated:-</div>

Subject: - No Objection Certificate for Dr. Ambedkar International Centre Internship Programme.

Dear Sir/ Madam

It is certified that Mr/Ms………………………is a bonafide student, Students ID/ registration No………… Semester……. Name of the Programme…………….. of this Institute (Name of the University/College/ Institute).

The University/College/ Institute has no objection for doing the Internship programme at **Dr. Ambedkar International Centre** for the period from ----- to -----. It is also certified that he/ she is not registered for any course requiring attendance in the class during the said period.

The conduct of the student as recorded by the University/College/ Institute has been found good/ satisfactory/unsatisfactory.

(Signature and Seal of Head of the Institute/ Department)

Place