



**Dr. Ambedkar International Centre**  
Ministry of Social Justice and Empowerment  
Govt. of India

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15 Janpath, New Delhi-110001

Dated: 10.12.2024

## **SHORT TERM INTERNSHIP PROGRAMME**

At

**Dr. Ambedkar International Centre, 15 Janpath, New Delhi- 110001**

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### **1. Background**

**Dr. Ambedkar International Centre (DAIC)** is a premier International Centre of Excellence of the Ministry of Social Justice and Empowerment, Govt. of India. DAIC was inaugurated by the Hon'ble Prime Minister of India on 7<sup>th</sup> 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. In DAIC, quality research will be conducted by the distinguished scholars from India and abroad through its own infrastructure and divisions for achieving the same aims and objectives.

DAIC is extending an internship opportunity to the students of any of the recognized University / College / Institutions within India for minimum one month to maximum three months period:-

- The Internship will be on an unpaid basis, Certificate will be given only after the recommendation of the committee and satisfactory performance of the intern after completion of internship period from DAIC.
- A maximum of 10 interns may be selected for a duration of a minimum of one month to a maximum of three months.
- Interns will be required to have their own laptops. DAIC will provide them with working space, 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.

### **2. Purpose:**

- ✓ To give exposure to the selected candidates in the research/academic of the main key research area/theme of the Dr. Ambedkar International Centre.
- ✓ To allow young academic talent to be associated with Dr. Ambedkar International Centre.
- ✓ The interns shall have the opportunity to know about the academic and research activities of the DAIC.
- ✓ To provide the opportunity to contribute and analyse the policy formulation by generating policy inputs such as empirical analysis, briefing reports, data analyses, research paper writing, policy documents, and working papers etc.

### **3. 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
- Study on the project ongoing in DAIC
- Event Management
- Library Management.
- Government schemes for welfare of marginalized communities
- Operation & retention of government building

### **4. Duties and Responsibilities:**

Under the supervision of the Associate Professor and Other Officers 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 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.

### **5. Educational Eligibility:**

Undergraduate / Graduate / Post Graduate/ Ph.D (Pursuing and/or Completed) with a University degree.

### **6. Languages:**

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

### **7. Duty Station:** The applicants may apply for:

- (i) Duty Station based in DAIC, 15 Janpath New Delhi, and will be required to be present in the DAIC office during office hours regularly (if Internship: Work from DAIC applied / selected).  
Or
- (ii) Submit the Research Work as per the approved Topic/Subject provided by DAIC on time bound manner, and will not be required to be present in the DAIC office regularly (if Internship: Work from home applied / selected).

## 8. Period/Duration of the Internship:

Minimum One and thereafter in multiple of months each up to maximum 3 months.

## 9. General Conditions:

- Applicants must be available for a minimum duration of one month.
- Interns are expected to work on a full-time basis in the department/office or work from home that has selected them, under the supervision of a staff member at an appropriate level.
- Interns shall not be 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.
- Interns are not staff members and may not represent DAIC in any official capacity at any of DAIC events individually on social media.
- DAIC may reserve the right for the selection of the candidate and may terminate the intern at any time if found performing unsatisfactorily or due to any unauthorised activity or misconduct during his/her tenure of internship.
- The Project Report submitted by the interns will be under the rights of DAIC only.

## 10. Requirement of the Completion of the Internship:

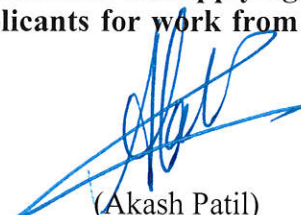
- After completion of the internship, the intern may need to submit the project report and it will be evaluated by the evaluation committee. After successful completion of the internship, intern may present his/her work done during the internship period.
- **Only after the recommendation of the committee and satisfactory performance of the intern an Experience certificate will be awarded to the interns by DAIC.**
- For the completion of the internship, more than 80% attendance is required, if the intern selected for work from office i.e. DAIC, 15, Janpath, New Delhi.
- If the intern selected for work from home, the attendance criteria will be the submission of the Projects / Tasks assigned to the intern by DAIC.

## 11. Application Instruction:

Interested candidates are requested to send their CV, Motivation Letter (not more than 400 words) and NOC (from the institution as per the attached format) to email [dir-daic-mosje@gov.in](mailto:dir-daic-mosje@gov.in) with a cc to [libprofessional-daic@govcontractor.in](mailto:libprofessional-daic@govcontractor.in) on the subject “**Internship Application for Work from DAIC**” Or “**Internship Application for Work from home**” not later than date 26<sup>th</sup> December, 2024 (05:00 pm).

**Note: The interns applied for Work from home will submit the proper justification for not applying for Work from Office. DAIC has reserve the rights for considering the applicants for work from home.**



  
(Akash Patil)

**Director, DAIC**

आकाश पाटील / Akash Patil  
निदेशक / Director

डॉ. अम्बेडकर अंतर्राष्ट्रीय केंद्र  
Dr. Ambedkar International Centre  
सामाजिक न्याय और अधिकारिता मंत्रालय  
Ministry of Social Justice & Empowerment  
भारत सरकार, नई दिल्ली  
Government of India, New Delhi

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

(To be given on Letter Head)/To be signed by HOD/Principal

**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)

Name:

Designation:

Organization:

Date:

