

**Amrit Gyaan Kosh**  
**Job Description**  
**Research Intern for Amrit Gyaan Kosh**

**About the Organization:**

The **Capacity Building Commission (CBC)** was established by the Government of India under the aegis of *Mission Karmayogi*, a visionary initiative led by Hon'ble Prime Minister Narendra Modi to transform civil services training and capacity-building efforts. The Commission is dedicated to building a culture of continuous learning, skill development, and knowledge dissemination among government officials. By leveraging competency-driven learning and best practice sharing, CBC plays a pivotal role in strengthening governance frameworks and enhancing public service delivery.

By promoting transparency, efficiency, and innovation, CBC aligns with Prime Minister Modi's vision of a *Viksit Bharat*—one that is agile, citizen-centric, and capable of addressing contemporary administrative challenges effectively.

**About the Role:**

We are looking for a Research Intern to help us conduct extensive secondary research, do fact-checking, and provide basic editorial support. The intern will play a crucial role in ensuring the accuracy, relevance, and quality of written pieces before publication. This is an excellent opportunity for recent graduates/postgraduate students interested in the public policy, governance, and research methodologies ecosystem. This is a full-time, in-office role requiring the intern to be physically present at the office daily.

**Key Responsibilities:**

- Conduct secondary research, review, and edit.
- Identify and analyze best practices from various sectors.
- Validate the authenticity and credibility of sources.
- Assist in compiling and organizing content for publication.
- Ensure consistency, accuracy, and adherence to research standards in all documentation.

**Eligibility Criteria:**

- Undergraduate students having completed/appeared in their last semester exams in the fields of Public Policy, Political Science, Governance, Development Studies, Economics, Social Sciences, English Honors, or any related field.
- Graduate students having completed/appeared in the second semester exams/end term exams of the first year of their postgraduate program in Public Policy, Political Science, Governance, Development Studies, Economics, Social Sciences, English Honors, or any related field are desirable.
- Should be enrolled in a recognized domestic/international university.
- Additionally, the intern must have excellent communication, coordination, and collaboration skills.
- Strong research and analytical skills with a keen eye for detail.
- Experience or familiarity with academic citation formats and fact-checking methods.

- Proficiency in report writing and summarizing complex information into accessible content.
- Ability to work independently and meet deadlines in a fast-paced environment.
- Prior experience in research, case study documentation, or policy analysis is preferred but not mandatory.

### **Application and Selection Procedure:**

Interested candidates can apply by emailing and submitting the following documents:

- ❖ Applicants can apply sharing the following documents:
  - Resume/CV, Marksheet
  - Cover Letter explaining why they are interested in this role and how their skills align with the requirements.
  - A writing sample (preferably research-oriented, such as an academic paper, policy brief, or case study summary).
  - No Objection Certificate from their respective College/University/Institute.
- ❖ The selected candidate must produce original marksheets and NOC from college, failing which their candidature will be cancelled.
- ❖ The application will be sent to the email id [gyaankosh.cbc@gov.in](mailto:gyaankosh.cbc@gov.in) along with the documents mentioned above. Subject of the email should be: “Application for Internship\_<<Full Name>>”. Eg. “**Application for Internship\_Rishika Sen**”.
- ❖ If any selected candidate(s) opts out, the next candidate in the merit list from the individual state will be offered the opportunity.
- ❖ Selected Candidates will be intimated with an offer via email.
- ❖ The selection process includes a review of applications and will involve interviews to assess candidates’ suitability for the internship.

### **Stipend:**

The Interns will be paid a stipend of Rs 8000/- only per month for the period of the internship on certification from the Officer.

### **Certification:**

A certificate of Internship will be provided by the Capacity Building Commission on satisfactory completion of their internship and submission of a report and its evaluation.

### **Facilities Provided:**

- Interns will be required to bring their own laptop.
- CBC shall provide office space, internet connection and other necessities as deemed fit by the respective heads.

### **Termination:**

- This Agreement may be terminated by either party with 15 days’ notice in advance.
- Grounds of immediate termination include breach of confidentiality, misconduct or failure to comply with conditions and obligations imposed by CBC.

### **Obligations of Intern:**

- Interns may be assigned specific projects and asked to conduct research, analyse data, and create reports within stipulated deadlines.
- At the end of the internship, the intern shall submit a comprehensive report detailing all tasks undertaken throughout the internship duration which will be evaluated.
- The findings resulting from studies conducted during the internship are recognized as the intellectual properties of CBC. The intern is strictly prohibited from utilizing this information without prior permission. Furthermore, any data acquired or assembled as part of the internship is considered the intellectual property of CBC and must not be retained or removed by the intern.
- The intern shall maintain full confidentiality and secrecy of any information related to CBC. The intern shall be required to furnish CBC a declaration of secrecy before reporting for the internship.

**Application Deadline:** 12<sup>th</sup> May 2025

**Location:** New Delhi, India

**Duration:** The internship will be for 3 months (from 20.05.2025 to 19.08.2025). The interns, not completing a minimum of 4 weeks, will not be issued a certificate.

Join us in shaping a knowledge-driven governance ecosystem through Amrit Gyaan Kosh!

Capacity Building Commission  
Department of Personnel and Training  
20<sup>th</sup>, 21<sup>st</sup> & 22<sup>nd</sup> Floor, Jawahar Vyapar Bhawan, New Delhi-110001  
Application Form for Internship Programme

1. Name:

\_\_\_\_\_  
First Name                      Middle Name                      Last Name

Photograph

2. Father's / Mother's / Guardian Name:

\_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ Age in completed  
Years \_\_\_\_\_

as on 1<sup>st</sup> January 2025

4. Gender: \_\_\_\_\_

5. Contact Address:

\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_

6. Telephone (Landline): \_\_\_\_\_ Mobile: \_\_\_\_\_

7. Email: \_\_\_\_\_

8. Aadhaar No. \_\_\_\_\_

9. Nationality: \_\_\_\_\_

10. Languages known: \_\_\_\_\_

11. Educational Qualification: \_\_\_\_\_

(From Senior Secretary (10+2) onwards)

12. Details of Academic performance of the last course / degree pursued / pursuing year  
wise / semester wise \*

Year / Semester	College/ Institute	Name of the course / degree / PG I Research	University	Percentage/ Grade*

\* If grade then equivalent percentage must be mentioned

Undertaking:

I \_\_\_\_\_ Son/ Daughter of Shri  
 \_\_\_\_\_ Age \_\_\_\_\_ resident of  
 \_\_\_\_\_ hereby

declares that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

(Signature)

Place:

Date:

\*Note

In column No. 12 above, the details of academic performance of each semester/ year of the last course which student is pursuing or has completed may be carefully filled in the relevant filed to enable proper evaluation. In case of LLB, it may be clearly mentioned whether the student is pursuing / pursued 3 years course or 5 year course.

## NO-OBJECTION CERTIFICATE

(This should be given on the official letterhead of the parent institution/ university/ college in the following format):

This Institution / University has no object to the consideration of application of Mr /Ms \_\_\_\_\_ who is pursuing \_\_\_\_\_ to undertake Internship programme of Capacity Building Commission, DoP&T at Delhi. The applicant, if shortlisted, will be granted necessary leave/permission to undertake the Internship.

He / She bears good moral character and to the best of my knowledge is not involved in any criminal activity and no personal legal case is pending against him/her.

Place:

Date:

Signature \_\_\_\_\_

(Head of Institution/University)

■ Name \_\_\_\_\_

■ Designation \_\_\_\_\_

Official seal

Telephone No \_\_\_\_\_