

Rashtriya Karmayogi Large Scale Jan Seva Program
Job Description
Intern for the Large Scale Initiative

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 an Intern to support us with logistics, stakeholder communication, and program coordination for a large-scale behavioural training initiative. The intern will play a key role in handling communications and coordinating with Ministries, Departments, and Organisations (MDOs) to ensure the smooth execution of the training rollout. This includes supporting the planning process, disseminating crucial information, and ensuring the relevance and clarity of communication materials before circulation.

This is an excellent opportunity for recent graduates or postgraduate students interested in public policy implementation, governance, and behavioural change programs. This is a full-time, in-office role requiring the intern to be physically present at the CBC office daily.

Key Responsibilities:

- Handle communications and coordinate closely with Ministries/Departments/Organisations to support large-scale training rollouts.
- Document the rollout of behavioural training programs at various Ministries/Departments/Organisations/CSTIs etc.
- Assist in managing logistics, scheduling, and tracking of the 3-day and 1-day training sessions across various organisations and attached offices of Ministries/Departments.

Eligibility Criteria:

- Undergraduate students having completed/appeared in their second 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 first year of their postgraduate program
- Should be enrolled in a recognized domestic/international university.

- Additionally, the intern must have excellent communication, coordination, and collaboration skills
- Should be fluent in Hindi and English.
- Ability to work independently and meet deadlines in a fast-paced environment.
- Proficiency in MS Word, Excel and other MS office tools

Application and Selection Procedure:

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

- ❖ Applicants can apply sharing the following documents at internship.cbc@gov.in :
 - Resume/CV
 - Class X Marksheet (digital copy to be uploaded)
 - 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.
- ❖ If any selected candidate(s) opts out, the next candidate in the merit list 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.

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.

Location: Capacity Building Commission, Jawahar Vyapar Bhawan, New Delhi, India

Last date of Application: 21st September, 2025 (share applications at internship.cbc@gov.in)

Duration: The internship will be for a period of 3 months

The interns, not completing a minimum of 4 weeks, will not be issued a certificate.

Join us in shaping citizen-centric civil services for the new Bharat!