

संयुक्त सचिव
Joint Secretary



For the Office of

अधिष्ठाता (छात्र कल्याण)
कार्यालय के लिए
For the Office of
Dean, Students Welfare

भारत सरकार
सामाजिक न्याय और अधिकारिता मंत्रालय
शास्त्री भवन, नई दिल्ली-110 115
GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE
AND EMPOWERMENT
SHASTRI BHAWAN, NEW DELHI -110115

F.No. 17020/41/2018/SCD-VI/DAIC

Dear Vice Chancellor/Director/Principal

Dr. Ambedkar International Centre (Ministry of Social Justice & Empowerment) was inaugurated by the Hon'ble Prime Minister Sh. Narendra Modi to serve as an important place for research on Socio Economic Transformation. The Hon'ble Prime Minister declared that the Centre would act as a government think-tank engaged in preparing policy briefs and undertaking projects, research and field study at National and International Level. DAIC is offering an **Internship on Community Service/Office Training**, for a period of two weeks anytime in a year.

The Ministry of Social Justice & Empowerment develops and implements Acts, Policies and Programmes for welfare of Society through various schemes. The Internship on Community Service/Office Training is intended mainly for the UG and PG students of any stream who are looking to improve Social Orientation and obtain knowledge of Office Procedure of preparing drafts, official notes etc. in a government department.

DAIC encourages SC/ST/OBC/PH and girls students to apply.

The Interns will be offered:

- Work with a dynamic, seasoned and learned team of Associate Professors and Staff at DAIC.
- Experience in working for victims of alcoholism and substance abuse.
- Opportunity to work for the people of drug abuse.
- Event Organization and coordination for beggars, *safai karamcharis*, *Dhyaang* etc.
- Acquisition of Practical Skills.
- Improvement of knowledge and gaining experience of Office Procedure.

Number of Working Hours per Day: 5/6 hours a day

Office: Dr Ambedkar International Centre,
15, Janpath New Delhi - 01

Interested Students can send application on a plain paper to the office. After the successful completion of Internship, the Participants will be provided certificates.

Sincerely

(B.L. Meena)