

संयुक्त सचिव  
Joint Secretary

संयुक्त सचिव Joint Secretary	6820
कार्यालय संख्या Office No.	13.12.18



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

For the Office of

✓ Dean  
Acad.

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

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, *safer karamcharis*, *Divyaangs* 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.

- SR Colleges for distribution to colleges  
- Office of DAAP for distribution to departments -  
Power Due  
17/12/18

अधिष्ठाता शैक्षणिक एवं परिवर्तन कार्यालय Dean Acad. & Prog. Office	1241
कार्यालय संख्या Office No.	14/12/18

Yours Sincerely  
  
(B.L. Meena)