



**DELHI ASSEMBLY RESEARCH CENTRE (DARC)
Fellowship Programme Details**

I AIMS OF THE DELHI ASSEMBLY RESEARCH CENTRE (DARC):

- To create a repository of valuable research and reference material for use of the lawmakers and other stakeholders
- To provide quality research and reference material to the Legislators on demand
- To improve quality of debate and deliberations in the House proceedings and Committee meetings
- To study the best practices in various fields in other legislatures and governments within as well as outside India
- To provide comparative study of existing laws and policies in other states and countries
- To publish Reports and resource material for use of the Legislators, Departments and other interested stakeholders
- To involve youth in the various fields of governance
- To involve youth in the decision making process of Legislatures
- To attract best talent available to spearhead the multi-dimensional development of Delhi and India
- To inject fresh thoughts, opinion, innovativeness, improvisation and precise solutions into the decision making process
- To evolve and groom future leaders as valuable assets to the society

II EXPECTATIONS FROM THE FELLOWS:

1. They shall have a clear interest, aptitude and commitment to public service.
2. They will work in close coordination with the Hon'ble MLAs and Officers of the Assembly Secretariat as well as with various Departments and Organizations.
3. They shall be responsible for conducting research and providing accurate and relevant information/ data to the Hon'ble Members and Officers of the Assembly and also assist them with resource material and drafting of Reports.
4. They shall be assigned work on various subjects and issues. An indicative list of the subjects is given at "**Fellowship Assignment**". However, in emergent conditions they shall be assigned work on one or more subjects or any new subject as may be determined from time to time by the DARC.
5. They stand to gain valuable first-hand experience of being part of the government system and participate in the decision making and implementation of government policies.

III. SELECTION PROCEDURE – Selection of Fellows / Associate Fellows will be held in two stages viz., Stage 1: Screening / Shortlisting of Online Applications and Stage2: Personal Interview.

Stage 1: Screening / Shortlisting of Online Application: The first round of SHORTLISTING of candidates will be done based on the evaluation of academic

performance, professional qualifications, credibility of the institution, motivation for the Fellowship programme and their response to personal statement (in the form of essay), total year and relevance of work experience.

Only short-listed candidates will be contacted for the interview round.

- Essay should be minimum 250 words and maximum 300 words only.
- Resume to be attached with the application should not exceed 2 pages.
- Portion of Resume/Essay exceeding the above word/page limit will not be evaluated.

Stage 2: Personal Interview: The final round will consist of a face-to-face interview with a panel comprising experts from academia and civil society and officers. Candidates will be interviewed either in-person in Delhi (preferred) or through video conferencing.

IV. APPLICATION DEADLINES / TIMELINES

The last date for submission of the application is 18th March 2020, 11:59 PM IST. Late applications will not be accepted or reviewed. The date of announcement of First Shortlist / Interviews / Announcement of Final List shall be published in due course. You are advised to visit our site regularly.

V. ELIGIBILITY CRITERIA:

a. Age: Between 21 and 35 years of age as on 01.04.2020 (i.e should be born on or after 01.04.1985 and on or before 31.03.1999)

b. Education Qualification for Fellows:

- Doctorate/Ph.D with one year full time experience. **OR**
- Post Graduate with minimum 50 % of marks (or equivalent CGPA) with minimum 02 (two) years full time work experience. (Professionals such as MBBS, LLB etc., with minimum 5 year course of study after 12th Class will be considered as Post Graduates). **OR**
- Professionals like Chartered Accountants, Architects, Company Secretaries etc., who are registered with their respective professional bodies shall be eligible for Fellowship if they have minimum of 02 (two) years of post-registration work experience. **OR**
- Graduate with minimum 50 % of marks (or equivalent CGPA) with minimum 04(four) years full time work experience.

c. Education Qualification for Associate Fellows:

- Post Graduate with minimum 50 % of marks (or equivalent CGPA). (Professionals such as MBBS, LLB etc., with minimum 05 (five) years course of study after 12th Class will be considered as Post Graduates). **OR**
- Professionals like Chartered Accountants, Architects, Company Secretaries etc, who are registered with their respective professional bodies. **OR**
- Graduate with minimum 50 % of marks (or equivalent CGPA) with minimum one year of full time work experience.

d. Education Qualification for Associate Fellows (Media):

- Post Graduate Degree or Diploma in Mass Communication or Journalism with minimum 50 % of marks. **OR**
- Graduate in Mass Communication or Journalism with minimum 50 % of marks (or equivalent CGPA) with minimum one year of full time work experience.

e. Desirable Qualification:

- Work/Research experience in related fields

- Leadership role in school/college/workplace
- Excellence in extracurricular activities like art, culture and sports
- Track record of public service
- Good oral and written communication skills
- Good computer skills

Note: Candidates have to clearly mention whether the work experience is full time paid work or voluntary work along with the dates. They have to furnish the original experience certificates at the time of interview. Self employed candidates will have to submit their Income Tax Returns as proof of their experience.

f. Character and antecedents: Candidates convicted or with pending criminal cases shall not be considered and Candidates are required to submit an undertaking to this effect. The Delhi Assembly shall be sending the particulars of the selected candidates to the Police authorities for verification.

Candidature of applicants who have furnished false information on any of the above requirements shall be summarily cancelled besides legal proceedings and recovery of expenditure already incurred on the candidate including litigation expenses.

VI. ABOUT THE PROGRAMME: The Fellowship / Associate Fellowship Programme to assist the Delhi Assembly Research Centre is a full time programme. The important features of the programme are:

1. Number of Seats: 08 Fellows, 13 Associate Fellows and 04 Associate Fellows (Media) are proposed to be engaged for a period of one year initially. Actual requirement may vary.

2. Tenure: A maximum tenure of two years, initially one year and extendable for the next year based on the performance of the individual, and subject to mutual agreement, will be allowed to the deserving Fellows/ Associate Fellows.

3. Induction: Selected Fellows / Associate Fellows will undergo a structured induction programme over the first two weeks where they will get inputs on Government Structure, its functioning, effective communication, leadership, conflict resolution, working with communities, basics of monitoring and evaluation, legislative processes, committee system etc, constituency development fund, etc. Lectures will be delivered by subject experts and experienced personnel in various fields.

4. Fellowship Assignment: Fellows and Associate Fellows will be selected from various range of academic and professional disciplines and assigned work on the following subjects:

Fellows	Associate Fellows
1. Art, Culture, Sports and Tourism	1. For constituency related works
2. Education & Skill development	2. Associate Fellows to assist the Assembly Secretariat in Legislation work, Committee work and Information Technology.
3. Environment	3. Associate Fellows (Media) to assist in subjects related to Media, Advertisement, and Public Relations
4. Finance and Taxation	
5. Health Sector	
6. Human Resources and Reforms in Government Departments	
7. Information Technology	
8. Law and Public Safety	
9. Legislative Practices	
10. Municipal functions and Local Bodies	

11. Power and Water Sector reforms
12. Social Welfare measures and Women Empowerment
13. Trade, Commerce and Industries and Agriculture Reforms
14. Transport and Traffic management
15. Urban Planning and Public works
16. Constituency Related Works

5. Role of Fellows: The length of the fellowship allows Delhi Assembly to allocate a variety of roles to the Fellows/Associate Fellows such as due-diligence, background preparation to launch an ambitious reform, project management to fast-track implementation of priority projects, providing first-hand feedback to Hon'ble Members on progress of key programmes, strengthen concurrent monitoring & evaluation in key programmes etc. The general role and responsibilities of the Fellows/Associate Fellows are indicated in **Annexure- I**.

6. Allocation of Project / Programme/ Scheme: Depending upon the basic qualification i.e. field of Graduation / Post-Graduation/PhD and the related work/research experience, the candidate will be allotted the project/programme/scheme on any subject as mentioned above. However in emergent conditions, besides these subjects, Fellows/ Associate Fellows may also be assigned additional tasks on any other issues on which study is to be conducted.

7. Reporting Structure: All Fellows/ Associate Fellows will work directly under the supervision of the Advisor to the Hon'ble Speaker / Hon'ble Members/ Chairpersons of House Committees/ Officers of Delhi Assembly, depending on the tasks entrusted to them.

8. Performance Review: A performance review will be conducted at the end of one year (on prescribed format- **Annexure -II**), after which the fellowship may be extended for one more year.

9. Certificate: Fellows/ Associate Fellows who successfully complete the programs will receive a Certificate signed by the Hon'ble Speaker, Delhi Assembly for his/ her duration of engagement.

10. Programme Mentor: Hon'ble Speaker, Advisor to the Hon'ble Speaker and the Secretary (Delhi Assembly) will act as Programme Mentor of the Fellows/ Associate Fellows depending on the tasks assigned to them.

11. Feedback and Performance Appraisal: The Fellow/ Associate Fellow will interact with the Advisor to the Hon'ble Speaker, Hon'ble Members, Chairpersons of House Committees, Secretary (Delhi Assembly) and give written feedback to them every month with a copy endorsed to the Hon'ble Speaker's Office. Performance of the Fellow/ Associate Fellow will be assessed by the Advisor to the Hon'ble Speaker/ Secretary (Delhi Assembly) annually as per format in Annexure-II

112. Grievance Redressal: It is expected that the Fellows will share their issues and concerns with the Advisor to the Hon'ble Speaker/ Secretary (Delhi Assembly) in case of any grievance that cannot be handled by the person to whom they are reporting. In the event of the Fellow / Associate Fellow not being satisfied on the action taken on his grievance they can approach the Office of the Hon'ble Speaker.

13. Termination and Notice Period: The Fellows/ Associate Fellows shall be terminated on the following grounds:

The Fellows/Associate Fellows will be on probation for the first three months, and only after successful completion of activities in the probation period, the Fellows/Associate Fellows will be allowed to continue for the full length of the programme, else the fellowship will be terminated. An annual performance appraisal will be conducted at the end of the first year of the programme, and only if the performance is satisfactory, the Fellows/Associate Fellows will be allowed to continue into the second year of the Programme.

- a) On the failure of joining the programme within the prescribed time or unauthorised absence of five continuous working days.
- b) If at any later stage, it is known that the candidate has secured the Fellowship/ Associate Fellowship by misrepresenting or suppressing of any fact.
- c) If found to be responsible for any act of indiscipline or misconduct or of moral turpitude.
- d) One month prior notice by the Fellow/Associate Fellow for premature termination of his deployment
- e) In case of failure to give notice, the candidate will be liable to refund one month's stipend paid to him.

14. Stipend and Facilities:

Consolidated Stipend of Rs.1,00,000/- p.m. (Rupees One Lakh Only) to Fellows and Rs.60,000/- p.m. (Rupees Sixty Thousand Only) to Associate Fellows shall be paid by the Delhi Assembly. No separate allowance shall be paid for their day to day expenses, conveyance expenses etc.

The Fellows / Associate Fellows shall be provided office space with computer facility in the Delhi Assembly and stationery for official work. They shall also be allowed access to the Delhi Assembly Library.

The Fellows / Associate Fellows shall be allowed to avail one day leave (with prior permission) in a calendar month besides national holidays and Saturday/ Sundays. In the event of urgent and emergent situations, the leave/ holidays can be cancelled.

VII. COPYRIGHT: The Delhi Assembly shall have the copyright to all research papers/ reports/ publications prepared and/ or published by the Delhi Assembly Research Centre and the Fellows / Associate Fellows. Further, no information or data collected / prepared by the Fellows/ Associate Fellows shall be shared with outside agencies without the prior approval / permission of the Secretary (Delhi Assembly).

VIII. DECISION OF HON'BLE SPEAKER TO BE FINAL: The decision of the Hon'ble Speaker, Delhi Assembly shall be final in all matters relating to the Delhi Assembly Research Centre and the Fellowship/ Associate Fellowship programme.

Annexure-I

ROLES, RESPONSIBILITIES AND EXPECTATIONS FROM FELLOWS / ASSOCIATE FELLOWS

The Fellows/Associate Fellows shall be responsible for conducting research and providing accurate and relevant information/ data to the Hon'ble Members and Officers of the Assembly and also

assist them with research material and preparation of Reports. More specifically, they will be required to perform any/all of the following function(s) for the DARC / Hon'ble Members:

1. Conduct Comparative, Strategic, Technological and Socio-Economic analysis of his allocated Project/ Programme/ Scheme and contribute in ascertaining the felt needs of the people.
2. Visit concerned locations of the programmes/research to see for themselves the local conditions, progress and the impact (or deficit) of governmental interventions.
3. Diagnostic study covering gap analysis, capacity building needs, HR issues, resource envelopes etc.
4. Undertake assessment of development deficit for use in Project/Programme/ Scheme Planning.
5. Understand local dynamics and local problems and issues related to implementation Project/ Programme / Scheme
6. Help the DARC / Member concerned in Project/Programme/ Scheme preparation
7. Facilitating grievance redressal mechanism in his allocated field.
8. Interact with organizations/NGOs involved in issues like awareness generation on entitlements like Food Security Act, Employment Guarantee Act, RTE etc.
9. Suggest measures to promote the agenda of inclusive development especially for vulnerable sections like poor, women, children, dalits, minorities, etc., through different community organizations
10. Suggest measures to help community and administration in objective selection of beneficiaries under various programs and eliminating the possibilities of duplicate/fake/unauthorized beneficiaries etc.
11. Suggest measures to promote community based monitoring tools like Social Audit, surveys etc.
12. Undertake action-research to discover more appropriate ways of doing things at various level of Administration/Assembly.
13. Design and recommend innovative projects. Fellows /Associate Fellows may undertake innovative projects to translate some of their innovative ideas into ground action that have direct implication on the lives of the poor.
14. Study the prevailing practice and procedure in Legislatures world-wide and suggest improvements for quality deliberations in Assembly and Committee proceedings
15. Any Other department/project/programme/scheme specific functions that may be assigned from time to time.

Annual Performance Appraisal Report for Fellows / Associate Fellows

1. Name of the Fellow / Associate Fellows:
2. Name of the project/programme/scheme in which deployed:
3. Period of report:
4. Assessment of work output

Sr.No	Particulars	Score*
A	Accomplishment of work assigned	
B	Quality of output/research	
C	Analytical ability in planning/execution of the tasks	
D	Accomplishment of exceptional works/unforeseen tasks performed	
Overall Score on work output		

5. Assessment of personal attributes

Sr.No	Particulars	Score*
A	Attitude to work	
B	Sense of responsibility	
C	Communication skills	
D	Liaison with target beneficiaries	
E	Leadership qualities	
F	Punctuality in work	
G	Inter-personal relations	
H	Ability to take risk	
Overall Score on personal attributes		

6. Assessment of special attributes*

Sr.No	Particulars	Score*
A	Sensitivity towards SCs/STs/Women/the vulnerable people	
B	Grasp of the unique aspects of the local situation/tasks in hand	
C	Innovative problem-solving skills	
Overall Score on special attributes		

7. Remarks on outstanding / exceptional achievement (if any): (To be submitted in separate sheet)

8. Overall rating of the Fellow/Associate Fellow/175

Date:

Name:.....

Place:

Designation:

(Signature & seal)

*(Scores are to be given numerically on a scale of 1 to 10, 10 being the highest score)

Guidelines on rating of Scores – Scores from 9-10 = Outstanding, 7-8 = Very Good, 5-6 = Good, 1-4 = Unsatisfactory.