

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION



PRESS ADVERTISEMENT

Applications are invited for **interns** at the Haryana Institute of Public Administration, (HIPA)Gurugram.

The Applicants may apply on the following email by **1st March 2022** on the mail - **careers@hipagurgaon.in**

Further details can be obtained on our website-
www. hipaco.in

DIRECTOR GENERAL

HIPA GURUGRAM

ABOUT HIPA

HIPA is an apex training institute of Haryana, Constituted in 1983, to conduct training for the civil servants and other employees of the State, Boards, and Corporations. HIPA has its headquarters at Gurugram and four divisional training centers at Panchkula, Hisar, Rohtak & Gurugram. HIPA is a registered society with the Honourable Chief Minister as the President of the General Body and Chief Secretary to Government of Haryana as Chairperson of the Executive council.

HIPA has recently restructured and reorganized its departments into 12 centers and applications are invited for **interns** for the **Centre for Policy Studies** and the **Centre for Research and Documentation** at Haryana Institute of Public Administration, (HIPA) Gurugram.

Centre for Research and Documentation:

Synthesizing concepts from disciplines across the gamut of academia, the Centre for Research and Documentation conducts interdisciplinary research for Haryana's public administration setup. Scholars and Academics at this center bridge the gap between the needs of citizens and the state's policy-making processes through action research and concurrent evaluations. The Centre also stimulates dialogues between stakeholders and policymakers and enables government institutions to identify and remove the barriers in the path toward realizing the Sustainable Development Goals across all districts of the state.

Centre for Policy Studies:

Centre for Policy Studies envisions to act as a catalyst and support mechanism for all stakeholders engaged in the processes of designing and delivering policies for attaining and maintaining a high level of ease of living of citizens and fulfilling their assessed needs and aspirations through initiatives in citizen-centric governance.

About the Internship:

Selected interns' day-to-day responsibilities inter alia include:

- Assisting the faculty in the research projects of the Centre and providing inputs in the preparation of policy notes/briefs, working papers, and other documentation work being undertaken.
- Help in organizing outreach and training events.
- Providing other inputs or assistance to the Centre for new initiatives.

Place of Assignment-

Gurugram, Haryana (work from home option to be provided for outstation candidates on merits)

Eligibility:

- Students pursuing post-graduation in any one of the following domains- Public Policy, Public Administration, Economics, Statistics, Development Studies
- Available for minimum 2 months full-time

Application Procedure:

Applications need to be submitted within 15 days and will only be received over email- **careers@hipagurgaon.in**

The application is to include the basic personal and qualification details and will also include the following documents:

- a) Mark sheets
- b) 2 references
- c) Short CV (300 words)
- d) Sample work/write-ups (optional)
- e) Duration for which likely to be available for an internship at HIPA, Gurugram

A stipend of Rs. 10,000 per month and a certificate will be provided at the end of the successful completion of the internship.