

## **Senior Interns (Social Development)**

Kudumbashree National Resource Organisation (Kudumbashree NRO) is looking for Senior Interns for a six-month engagement on a national project under the Ministry of Rural Development, Government of India. Selected candidates would be trained by Kudumbashree, State Poverty Eradication Mission of the Government of Kerala, which is a National Resource Organisation for the National Rural Livelihoods Mission (NRLM). Candidates, on completion of training would work closely with Kudumbashree NRO supporting a national programme for six months.

### **Responsibilities**

- To function as frontline support personnel for answering queries raised by the States implementing the programme mentioned above, online and over phone.
- To apply a problem-solving approach, responding to the queries as well as escalating those needed to appropriate levels as directed by the Programme Management Unit.
- Closely work with the Programme Management Unit at Kudumbashree NRO and with the National Mission Management Unit of NRLM to generate reports based on the data entered by the States in the MIS applications supporting the programme.

### **Why it makes sense for an aspiring Social Development Professional or those seeking future assignments or jobs in Government or Non-Governmental Organisations**

- The internship will provide training on a national-level programme in rural development.
- It will expose the incumbents to the intricacies of programme implementation at different levels.
- It will make the incumbents aware of the challenges at the cutting-edge while rolling out a national programme.
- It will provide an opportunity to understand the use of information and communication technologies in programme monitoring at the national level.

### **Who can apply?**

- Post graduates in Social Work, Sociology, Management, Rural Management, Social Sciences or any other discipline and Graduates in engineering with or without experience.
- The candidates should have high levels of fluency in English and native fluency in one of the following Indian languages – Hindi, Marathi, Kannada, Tamil, and Bangla (As these are the major medium of instruction in the states implementing the programme this year).
- Candidates with a problem-solving approach, keenness to learn policy issues, programme strategies, and larger development issues of the country.

### **Stipend**

- Selected Senior Interns will get a consolidated monthly stipend of Rs 30,000/- for six months.

### **Follow up**

Senior Interns completing the term successfully will be provided with a certificate by Kudumbashree National Resource Organisation.

## Selection Process

The applicants will be selected through a multi-stage selection process:

1. Short-listing of suitable candidates based on review of application in the prescribed format
2. Analysing the linguistic skills
3. Personal Interviews for final selection

## Submission of applications

Applications for the positions will consist of the following.

1. Cover Letter
2. Application in the given format
3. Copy of Curriculum Vitae

Completed applications super scribed with “**Application for the post of (specify post applied for) in Kudumbashree-NRO**”, is to be received at the following address on or before **5 pm on 23/12/2023**.

Completed signed applications may be submitted through email to [keralanro@gmail.com](mailto:keralanro@gmail.com) and [keralanrorecruitment@gmail.com](mailto:keralanrorecruitment@gmail.com)

Note:

- Only applications complete in all respects will be considered. Cover letter, Application in the given format and copy of CV should be submitted together and should be signed by the applicant.
- Submissions through e-mail should be in pdf format and all documents should carry the signature of the applicant
- No supporting document is to be provided along with the application. Applicant may provide authenticated copies of certificates & credentials when asked for, and make available originals for verification.
- No enquiries related to the Selection process will be entertained.

**Sd/-**  
**Executive Director**  
**Kudumbashree**

**Kudumbashree – National Resource Organization (NRO)**

**Selection of Personnel**

**Format for Application**

*(All sections are to be filled in. Incomplete applications will be summarily rejected)*

**Position Applied For: \_\_\_\_\_**

- 1. Name:**
- 2. Father's Name:**
- 3. Mother's Name:**
- 4. Sex:**
- 5. Date Of Birth:**
- 6. Permanent Address:**
- 7. Address For Correspondence (with Pin Code):**

**E-Mail:**

**Mobile No.:**

**0. Educational Qualification:***(in reverse order – last degree first; provide information up to High School level)*

<b>Degree/Diploma Certificate</b>	<b>Year</b>	<b>College/ Institute</b>	<b>Board/University/ Institution</b>	<b>Subjects</b>	<b>Division/ Marks/ GPA</b>

**0. Work Experience:** *(in reverse chronological order – latest first):* if any

Sl. No.	Name Of Organisation	Designation	Tenure	Responsibility/Assignment	Achievements

0. **Language Proficiency:***(Indicate level of proficiency in languages as Native/Proficient/ Working)*

Language	Read	Write	Speak

**Computer Proficiency:**

0. **Suitability of the applicant to the position applied:** *(Please write a brief note not exceeding 500 words as to why the applicant considers her/himself suitable for the position applied for. Use separate sheet if required)*

0. **Any other information relevant to position applied for:***that applicant may like to add*

0. **References –** *Give contact details of two persons who can provide reference on the candidate. One referee shall be the reporting officer of the applicant in her/his latest job, if worked before*

Name and Designation	Contact Address (Postal)	

		Tel. No: E-Mail:
		Tel. No: E-Mail:

### **Undertaking by the Applicant**

The information provided above is true, accurate and complete in all respects. As part of the procedure for processing the application, my personal and employment references may be checked. If it is found later that any of the facts has been misrepresented or omitted on this application, I may be summarily discharged from the job. Authenticated copies of certificates and credentials to substantiate claims made in this application will be provided when asked for and originals will be produced for verification.

I understand and agree to the information shown above.

Date:

Name:

Place:

Signature: