

**Invitation for Applications for Internship
Centre of Excellence for Sustainable Development
Indian Institute of Corporate Affairs**

IICA announces an internship programme named “CESD Internship – 2015” for a period of 4 months for Indian Nationals pursuing Post Graduation/ Research Studies in a recognized University/Institution within India or abroad.

About IICA

Indian Institute of Corporate Affairs (IICA) was registered as a Society on September 12, 2008 under the Societies Registration Act, 1860. As an autonomous institute, IICA works under the aegis of the Ministry of Corporate Affairs to deliver opportunities for research, education and advocacy. It is also a think tank that curates a repository of data and knowledge for policy makers, regulators, as well as other stakeholders working in the domain of corporate affairs. The institute, spread across a sprawling 14-acre, has state-of-the art infrastructure at Manesar. Its main building is eight storeyed high and is eco-sensitive. The campus has residential blocks, hostel facilities for staff and students, recreational centre, a well-stocked library, an in house auditorium, and an efficient knowledge management system.

The **Centre of Excellence for Sustainable Development** (CESD) is being established with the aim to undertake actions to support Indian Businesses/industry, both public & private sector, at large, in all facets of Sustainability and Sustainable Development. This would include identification of developing Sustainability strategy, Sustainability risks, challenges &

opportunities for respective sectors and development of suitable programs.

Internship Eligibility Criteria

The candidates falling under any category mentioned below are eligible for internship at IICA:

- i. Engineering Graduate + Sustainability background
- ii. Post Graduate in Science + Sustainability background
- iii. Engineers /Post Graduates with background in Sustainability reporting/renewable energy/Assurance etc.
- iv. Any other study relevant to sustainability / sustainable development can be mentioned & details about the same would be taken into account.

Number of Positions: 3

Duration of Internship: 4 months (extendable in deserving cases)

Scope of Work

INTERN I - Summer School – Management Development Programme (MDP)

Undertake research, develop case studies, documentation, brochure layout / designing etc. (Candidate should have some knowledge & be interested in doing these indicated jobs).

INTERN II- Program on: Development of Sustainability Index

Undertake research, comprehensive study of indexes; prepare a development plan for the Indian Industry/Corporate. (Candidate should have interest in such development work & undertake research accordingly).

INTERN III – Project on: IICA Sustainable Development Plan

Prepare a RFQ, invite bidders for the development Plan, documentation & feasibility report preparation etc. (Candidate should have interest in developing Renewable Energy projects like roof top solar etc)

How to Apply

The applicants are advised to go through the attached **Internship Policy** very carefully. The mode of application is mentioned in the Internship Policy.

Besides this, the applicants are also required to submit the scanned copy of the duly filled application form along with the copy of the CV and Letter of Motivation (not more than 200 words) to Ms. Ruchi Gupta, Programme Executive – Sustainability, IICA at ruchigupta.iica@gmail.com.

Selection Procedure

1. The applications received by the cut-off dates will be summarized in a tabular form briefly indicating academic

record, course pursued, Institute/University of enrollment, preference of domain area etc.

2. The applications complete in all respect shall be placed before the Selection Committee.
3. The shortlisted applicants may be called for the Interview at the Institute/ selected venue.
4. The selected candidates shall be notified via email.
5. The decision of the Selection Committee shall be final and binding and no queries shall be entertained.

Place of Duty

Indian Institute of Corporate Affairs
Plot No- P 6, 7, 8, Sector-5, IMT Manesar
Manesar, Gurgaon

Internship Timings

Monday to Friday from 10 am to 6 pm

Stipend

A token stipend of Rs. 10,000/- (Rupees Ten Thousand Only/-) per month shall be paid to an Intern.

Important Dates

| | |
|--------------------------------------|----------------------------|
| Notification of Call for Internship | 1 st Dec, 2014 |
| Last Date for Receiving Applications | 20 th Dec, 2014 |
| Compilations of Applications | 22 nd Dec, 2014 |
| Meeting of Selection Committee | 23 rd Dec, 2014 |
| Interview of Shortlisted Candidates | On notified dates |

Notification to Selected Candidates
Commencement of Internship

31st Dec, 2014
1st week of Jan, 2015