



**DELHI ASSEMBLY RESEARCH CENTRE
FELLOWSHIP PROGRAMME - 2019**

FREQUENTLY ASKED QUESTIONS (FAQs)

About the Programme.

1. What is the objective of the Programme?

The Legislative Assembly of National Territory of Delhi (Delhi Assembly) has proposed to setup the 'Delhi Assembly Research Centre (DARC)' with the objective to create a repository of valuable research and reference material for use of the lawmakers and other stakeholders by involving the young and talented youth of Delhi. Towards this end the DARC proposes to engage 50 Fellows and 90 Associate Fellows [including 10 Associated Fellows (Media)] initially for a period of one year.

The [Programme Details](#) (*link to be provided*) may be referred to for the detailed information.

2. Who are the major stakeholders involved in managing the Fellowship programme?

The DARC Fellowship programme is being managed by the Delhi Assembly. Delhi Technological University (DTU) is knowledge partner for the selection process of Fellows/ Associate Fellows.

3. What qualities are expected from the 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.

- i. Conduct Comparative, Strategic, Technological and socio-economic analysis of his allocated Project/ Programme/ Scheme and contribute in ascertaining the felt needs of the people.
- ii. Visit concerned locations of the programmes/research to see for themselves the local conditions, progress and the impact (or deficit) of governmental interventions.

- iii. Diagnostic study covering gap analysis, capacity building needs, HR issues, resource envelopes etc.
- iv. Undertake assessment of development deficit for use in Project/Programme/ Scheme Planning.
- v. Understand local dynamics and local problems and issues related to implementation Project/ Programme / Scheme
- vi. Help the DARC / Member concerned in Project/Programme/ Scheme preparation
- vii. Facilitating grievance redressal mechanism in his allocated field.
- viii. Interact with organizations/NGOs involved in issues like awareness generation on entitlements like Food Security Act, Employment Guarantee Act, RTE etc.
- ix. Suggest measures to promote the agenda of inclusive development especially for vulnerable sections like poor, women, children, dalits, minorities, etc., through different community organizations
- x. 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.
- xi. Suggest measures to promote community based monitoring tools like Social Audit, surveys etc.
- xii. Undertake action-research to discover more appropriate ways of doing things at various level of administration/Assembly.
- xiii. 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.
- xiv. Study the prevailing practice and procedure in legislatures world-wide and suggest improvements for quality deliberations in Assembly and Committee proceedings
- xv. Any Other department/project/programme/scheme specific functions that may be assigned from time to time.

4. What is the tenure of the Fellowship/Associate Fellowship?

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 acceptance will be allowed for Fellows / Associated Fellows.

5. What is the total number of seats available in the Fellowship/ Associate Fellowship Programme?

50 Fellows and 90 Associate Fellows [including 10 Associate Fellows (Media)] will be engaged initially.

6. What are the eligibility criteria for the Programme.

The eligibility criteria are as follows.

a. Age: Between 21 and 35 years of age as on 01.04.2019 (i.e should be born on or after 01.04.1984 and on or before 31.03.1998)

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.

Programme Related:

7. As a Fellow/Associate Fellow who will I report to?

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. What kinds of projects will the Fellows/Associate Fellows work on?

While each Fellow/Associate Fellow will receive a specific assignment at the start of the Fellowship programme, it is expected that they will also contribute to other ongoing activities and initiatives of the DARC, as and when needed. Primarily they shall be assigned work on the following subjects/ areas:

Fellows (50)	Associate Fellows (90)
<p>Fifteen Fellows (One each) for:</p> <ol style="list-style-type: none"> 1. Art, Culture, Sports and Tourism 2. Education & Skill development 	<ul style="list-style-type: none"> • 70 Associate Fellows for constituency related works (One for each Assembly constituency)

3. Environment
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

- 10 Associate Fellows to assist the Assembly Secretariat in Legislation work, Committee work and Information Technology.
- 10 Associate Fellows (Media) to assist in subjects related to Media, Advertisement, and Public Relations

35 Fellows for:

Constituency Related Works (One Fellow for Two Assembly Constituencies)

9. What deliverables are Fellows/Associate Fellows responsible for?

Based on the activities assigned by their supervisors, the Fellows will be required to produce several outputs (project notes, research related inferences, opinions, reports, presentations etc.) through the programme. They will also be required to make regular presentations to concerned stakeholders and update them on the projects.

10. What will be the remuneration provided to Fellows/Associate Fellows?

A consolidated sum of ₹1,00,000 (Rupees One Lakh Only) per month to Fellows and ₹60,000 per month (Rupees Sixty Thousand Only) to Associate Fellows shall be provided in the form of Stipend.

11. What qualities are you looking for in Fellows/Associate Fellows?

The Fellows/ Associate Fellows should have a clear interest, aptitude and commitment to public service. They shall be working in close coordination with the Hon'ble MLAs and officers of the

Assembly Secretariat as well as various Departments. They should possess the zeal and ability to conduct 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. Fellows/Associate Fellows are also required to demonstrate leadership skills and initiative drive throughout the programme. They should also possess structured thinking, writing skills problem solving attitude and the ability to effectively communicate with diverse stakeholders. For more details on the minimum eligibility criteria and desired criteria for the Fellows and Associate Fellows, please refer to the section Selection Criteria.

12. Is there a provision of training of fellows?

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, existing policy and laws, 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.

Follow-up training sessions will also be periodically scheduled during the course of the fellowship.

13. Is there a provision for mentorship of fellows?

The 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.

14. Are there any circumstances under which Delhi Assembly can terminate the Fellowship/Associate Fellowship before 2 years?

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.

The Fellows/ Associate Fellows can be terminated on the following grounds:

- 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.

15. What future career paths are open to Fellows/Associate Fellows?

The Delhi Assembly Research Centre Fellowship/Associate Fellowship programme aims to provide skills related to organizational management, communication, problem-solving, people management and resourcefulness, which are valuable across all sectors. After completing the programme, candidates will have access to a plethora of opportunities in the policy and development sector. The fellowship will prepare professionals to contribute to public service. Furthermore, the experience will also prepare candidates for pursuing professional and academic opportunities in their domains.

Application Related

16. If I can't apply to the fellowship/Associate Fellowship now, can I apply at a later date?

Failure to apply within the stipulated timeline will lead to non-acceptance of your application.

17. Can I apply for both Fellow and Associate Fellow position?

No, each candidate can apply for only one position - either Fellow or Associate Fellow or Associate Fellow (Media). In case an applicant applies for more than one positions he/ she will be considered only for the position of Fellowship provided he/she fulfills all the other eligibility requirements. If a candidate applies for Associate Fellow and Associate Fellow (Media) he/ she shall be considered only for the position of Associate Fellow (Media)

18. How many stages will the selection process comprise of?

There will be a two-stage selection process to comprehensively assess the qualities of incoming candidates.

Stage 1. Screening / Shortlisting of Online Application. The first round of SHORTLISTING will be done based on academic and professional qualifications of the applicants, and their responses to personal statement question in the online application. Candidates will be evaluated on criteria such as academic performance, credibility of institution, total years and

relevance of work experience, and motivation for the Fellowship programme. Only short-listed candidates will be contacted for the interview round.

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.

19. How can I save the application form?

The online application is designed to let you work at your own pace on different sections of the application before you submit the final version. Please remember to click on the ‘Save and Proceed’ section every time you move on to a new section. In case you wish to save the section without having finished it, click on ‘Save’. Your application will be reviewed only once you click on the ‘Submit Application’ button post completing the last section.

For your convenience a ‘sample application form’ is also available which may be downloaded and printed for reference.

20. What are the application deadlines / timelines?

The deadline for completion and submission of the application is 07th March 2019, 11:59 PM IST. Late applications will not be accepted or reviewed.

To avoid server traffic and potential delays, we encourage candidates to submit their applications as early as possible.

Following are the key **timelines** for the Programme:

12 th February 2019 (From 12.01 AM)	Application process begins
07 th March 2019 (up to 11.59 PM)	Last Date to Submit Application
29 th March 2019	Announcement of First Shortlist
3 rd April to 7 th April 2019	Final Interviews *
12 th April 2019	Announcement of Final List *
19 th April 2019	Final date for selected candidates to accept offer *

* Dates given are tentative and subject to change

21. Can I add new information after submitting my application?

Once the application has been submitted, no further changes or updates to the application will be accepted. The candidate should possess all requisite certificates and fulfill all the eligibility conditions as on the date of his submitting the application. The candidature of candidates submitting applications more than once is liable to be rejected.

21. Do I require original documents during the time of application?

We do not require original documents at the time of the application. Please do not mail hard copies of your transcripts, certificates or mark sheets. However, if called for the interview, we will require you to carry your original/attested documents of educational qualifications, work experience certificates etc., with you.

22. Can foreign nationals apply for the fellowship?

Only Indian national and Overseas Citizens of India (OCI) are allowed to apply for the fellowship provided they fulfill all the other eligibility conditions.

23. Whom should I contact in case of any clarification/ information about filling the application form?

Candidates are strongly advised to refer the [‘Programme Details’](#) for additional/ detailed information about the Programme before submitting their application.

In case of unresolved queries they can email their queries to darc@dtu.ac.in for assistance.