



**LEGISLATIVE ASSEMBLY
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECRETARIAT, DELHI 110 054**

F.No.24(16)/Gen.Pur./2015/LAS-VI/Leg./

Dated:

To

Shri/Smt./Ms. _____

Sub: Offer Letter for Delhi Assembly Research Centre (DARC) Fellowship Programme

Sir/Madam

I am directed to inform you that, as per the final list of selected candidates received from Delhi Technological University for Fellowship Programme of the Delhi Assembly Research Centre (DARC), you have been selected for engagement as Fellow/Associate Fellow/Associate Fellow (Media) subject to the following conditions:-

1. The Fellows/Associate Fellows shall sincerely strive for promoting, advancing and facilitating the Aims of Delhi Assembly Research Centre as detailed in the **Annexure-I**.
2. The Fellows/Associate Fellows shall 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 remaining period of the Programme.
3. An Annual Performance of the Fellows/ Associate Fellows will be conducted at the end of one year by the Advisor to the Hon'ble Speaker/ Secretary (Delhi Legislative Assembly) as per format in **Annexure-II** enclosed herewith and only if the performance is found satisfactory, the Fellows/Associate Fellows will be allowed to continue into the second year of the Programme.
4. The maximum period for engagement of Fellows/Associate Fellows is 02 (two) years only subject to the following terms and conditions. Under no circumstances the candidate will be engaged for a period beyond two years.
 - i. The Hon'ble Speaker reserves the absolute right to terminate engagement of any Fellow/Associate Fellow at any time without assigning any reason.
 - ii. The engagement as Fellow/Associate Fellow is also liable to be terminated on the following grounds:-

- a) On the failure of joining the programme within the prescribed time as conveyed vide this offer letter.
 - b) Unauthorised absence of five continuous working days.
 - c) If at any later stage, it is known that the candidate has secured the Fellowship/ Associate Fellowship by misrepresenting or suppressing of any fact.
 - d) If found to be responsible for any act of indiscipline or misconduct, incompetence or of moral turpitude.
 - e) One month prior notice by either of Parties i.e. Speaker, Delhi Legislative Assembly or Fellow/Associate Fellow for premature termination of his deployment.
- iii. The Fellow/Associate Fellow shall be assigned work on any of the Subjects namely:- (i) Art, Culture, Sports and Tourism (ii) Education & Skill Development (iii) Environment (iv) Finance and Taxation (v) Health Sector (vi) Human Resources and Reforms in Government Departments (vii) Information Technology (viii) Law and Public Safety (ix) Legislative Practices (x) Municipal functions and Local Bodies (xi) Power and Water Sector Reforms (xii) Social Welfare Measures and Women Empowerment (xiii) Trade, Commerce and Industries and Agriculture Reforms (xiv) Transport and Traffic Management (xv) Urban Planning and Public Works. However in emergent conditions they may be assigned work on one or more subjects or any new subject as may be determined from time to time.
 - iv. Fellows / Associate Fellows shall be assigned work either in the Secretariat or on Assembly Constituency related works. In cases of Fellows / Associate Fellows assigned to Assembly Constituency related works each Fellow will be assigned work related to 02 (two) Assembly constituencies in Delhi. Further, One Associate Fellow will be assigned work related to 01(one) Assembly Constituency in Delhi and shall work under the supervision of Advisor/Mentor/ Hon'ble MLA /Fellow as assigned.
 - v. Depending upon the basic qualification i.e. field of Graduation/Post-Graduation/PhD and the related work/research experience, the Fellow/Associate Fellow shall be allotted the project/programme/scheme on any subject as mentioned in Clause-7. However if desired, besides these subjects, Fellows/Associate Fellows may also be assigned additional tasks on any other issues on which study is to be conducted.
 - vi. The Fellow/Associate Fellow will work directly under the supervision of the Advisor to the Hon'ble Speaker/Hon'ble Members/ Chairpersons of House Committees/ Officers of Delhi Legislative Assembly, depending upon the tasks entrusted to them.
 - vii. 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 Role, Responsibilities and Expectations from Fellow/Associate Fellow in addition to the above are detailed in **Annexure-III** enclosed herewith.

- viii. Hon'ble Speaker, Advisor to the Hon'ble Speaker and the Secretary (Delhi Legislative Assembly) will act as Programme Mentor of the Fellows/ Associate Fellows depending on the tasks assigned to them.
- ix. The Fellows/ Associate Fellows will interact with the Advisor to the Hon'ble Speaker, Hon'ble Members, Chairpersons of House Committees, Secretary (Delhi Legislative Assembly) and give written feedback to them every month with a copy endorsed to the Hon'ble Speaker's Office.
- x. 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).
- xi. The Fellow/Associate Fellow 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 Fellows/Associate Fellows not being satisfied on the action taken on his/her grievance, they can approach the office of the Hon'ble Speaker/Secretary, Delhi Assembly.
- xii. Consolidated Stipend of Rupees One Lakh Only to Fellows and Rupees Sixty Thousand Only to Associate Fellow shall be paid per month by the Delhi Legislative Assembly. No separate allowance shall be paid for their day to day expenses, conveyance expenses etc.
- xiii. The Fellows /Associate Fellows shall be provided office space with Desktop/ laptop facility in the Delhi Assembly and stationery for official work. They shall also be allowed access to the Delhi Assembly Library. The Laptop, Books or any other property of the Delhi Assembly or any Government Department shall be returned in good condition on the completion of the Programme or termination of engagement. In the event of loss/ theft or damage caused to any property issued by the Delhi Assembly, the Fellow/ Associate Fellow shall be liable to pay the amount to the Delhi Assembly as may be determined.
- xiv. 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.
- xv. In the event of urgent and unavoidable circumstances a Fellow/ Associate Fellow may be allowed leave of more than one day subject to deduction of stipend on *pro rata* basis. However, such leave shall not normally exceed more than five days in a month.
- xvi. The Fellows/Associate Fellows who successfully complete the programme for at least a year will receive a Certificate signed by the Hon'ble Speaker, Delhi Assembly for his/ her duration of engagement.
- xvii. During the period of the Fellowship Programme the Fellows / Associate Fellows shall strictly adhere to the Conduct Rules as are applicable to an employee of the Government of Delhi.

- xviii. The candidature to the Fellowship Programme shall on no account be treated as a claim to employment/appointment in the Delhi Assembly or any Government Service.
- xix. 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.

You are requested to convey your acceptance as engagement to the Post of Fellow/Associate Fellow/ Associate Fellow (Media) by completing the Acceptance letter (**Annexure IV**) and Bio-Data Form (**Annexure V**) enclosed alongwith this offer letter alongwith 02 (two) recent passport size photographs by_____ positively to the undersigned, failing which it shall be presumed that you are not interested in engagement as Fellow/Associate Fellow under Delhi Assembly Research Centre (DARC) and your candidature shall stand cancelled.

Encl: As above

**Deputy Secretary/HOO
Delhi Legislative Assembly**

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
- To establish itself as a cache of research and reference material which would be of immense value to law makers as well as scholars in various fields

Annual Performance Appraisal Report for Fellows / Associate Fellows

1. Name of the Fellow / Associate Fellows:
2. Name of the project/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.

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, Strategical, 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.