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**28 April 2026**

**Respected Ma'am,**

The Institute of Constitutional and Parliamentary Studies (ICPS), functioning under the aegis of the Hon'ble Speaker of the Lok Sabha as its ex-officio President, has instituted the *ICPS Internship Policy, 2026* with a view to strengthening its academic, research, and administrative capacities while providing meaningful exposure to young graduates.

In this regard, ICPS proposes to engage a select group of Interns from reputed institutions across the country, particularly from institutions ranked among the top 20 as per the National Institutional Ranking Framework (NIRF) in relevant disciplines, namely Humanities (including Political Science, Sociology, Social Sciences, Mass Communication), Law, and Languages (Hindi and English).

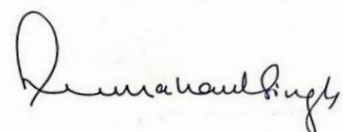
The Internship Programme is designed to provide young professionals with exposure to the functioning of Parliament and the Lok Sabha Secretariat, while enabling them to contribute to research, documentation, training programmes, and institutional activities of ICPS.

The detailed terms and conditions governing the Internship Programme are enclosed at **Annexure-I**.

You are requested to kindly disseminate the contents of this communication among eligible graduates of your esteemed institution. You may also, if deemed appropriate, recommend **not more than five** suitable candidates for consideration under the said Internship Programme.

Interested candidates may submit their applications either through the Head of Institution or directly to ICPS, by **10<sup>th</sup> May, 2026**, by filling in the prescribed application form enclosed herewith.

The Institute looks forward to your cooperation in identifying meritorious and motivated candidates who may benefit from, and contribute to, this initiative.



**(Dr. Seema Kaul Singh)**

**Prof. (Dr.) Anju Vali Tikoo,**  
Dean, Faculty of Law and  
Head, Department of Law,  
University of Delhi

**Encl.:** Annexure-I (Terms and Conditions of ICPS Internship Policy, 2026) and Application Form.



## INSTITUTE OF CONSTITUTIONAL AND PARLIAMENTARY STUDIES (ICPS)

### APPLICATION PROFORMA FOR ENGAGEMENT OF INTERNS (Under ICPS Internship Policy, 2026)

1. Advertisement / Notice Reference No.: \_\_\_\_\_
2. Date of Application: \_\_\_\_\_
3. Name of the Candidate (in full): \_\_\_\_\_
4. Nationality: \_\_\_\_\_
5. Gender: \_\_\_\_\_
6. Date of Birth (DD/MM/YYYY): \_\_\_\_\_
7. Age (as on last date of application): \_\_\_\_\_
8. Father's / Mother's Name: \_\_\_\_\_
9. Marital Status: \_\_\_\_\_
10. Correspondence Address: \_\_\_\_\_
11. Permanent Address: \_\_\_\_\_
12. Mobile Number: \_\_\_\_\_
13. Email ID: \_\_\_\_\_
14. Educational Qualifications (attach supporting documents):

Examination	Discipline	Institution	Year	Percentage/CGPA	NIRF Rank

**15. Areas of Academic Specialisation / Interest:**

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**16. Statement of Purpose (maximum 500 words- attach separately):**

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**17. Internship / Work Experience (if any, and attach supporting documents):**

Organisation	Position	Duration	Nature of Work

**18. Research Experience / Publications (if any):**

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**19. Skills and Competencies:**

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**20. Languages Known:**

Language	Read	Write	Speak

**21. Area Preference (if any):**

- Research & Publications

- Training Programmes / Courses
- Event Management / Conferences
- Administrative Support

*(Indicate preference; final allocation will be at the discretion of ICPS)*

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**22. Availability (Joining Date & Duration):**

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**23. Awards / Achievements:**

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**24. Additional Information:**

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**25. Aadhar Card Number (attach a copy)**

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**26. Declaration:**

I hereby declare that the information furnished above is true and correct to the best of my knowledge. I understand that the internship is purely contractual and I shall adhere to all rules and maintain confidentiality.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Candidate)

## **Annexure- I**

### **Terms and Conditions for Engagement of Interns under ICPS Internship Policy, 2026**

#### **1. Objective**

The Internship Programme aims to engage young graduates to support the academic, research, and administrative work of ICPS, while providing them exposure to the functioning of Parliament and the Lok Sabha Secretariat.

#### **2. Eligibility**

- (a) Applicant must be an Indian citizen.
- (b) Applicant must be a graduate in: Humanities (including Political Science, Sociology, Social Sciences, Mass Communication); Law; or Languages (Hindi and English).
- (c) Applicant must have graduated from one of the top 20 institutions/universities in the relevant stream as per NIRF rankings.
- (d) Applicant must possess proficiency in Hindi and/or English (both written and spoken).
- (e) Relaxation in eligibility conditions may be granted with approval of the Competent Authority.

#### **3. Number of Interns**

The total number of Interns to be engaged in a year will ordinarily be 20, subject to variation depending on the requirements of ICPS.

#### **4. Duration of Internship**

- (a) The internship shall be for a maximum period of one year.
- (b) A mid-term review will be conducted after six months.
- (c) Based on performance and requirement, extension may be granted for an additional period, up to a maximum of two years in total.

#### **5. Selection Process**

- (a) Applications may be submitted through the Head of Institution or directly to ICPS.
- (b) Applications will be scrutinized as per eligibility criteria.
- (c) Selection will be made by a duly constituted Selection Committee.
- (d) A merit-based panel may be prepared and shall remain valid for three months.
- (e) Offers will be issued based on actual requirement.

## 6. **Honorarium**

- (a) ₹40,000/- per month during the first year.
- (b) ₹55,000/- per month during the extended period, if applicable.
- (c) Payment shall be subject to satisfactory performance and attendance.

## 7. **Logistical Support**

Interns will be provided with workspace, computing facilities, internet access, and necessary institutional support.

## 8. **Duties and Responsibilities**

Interns shall:

- Assist in research, documentation, and administrative work;
- Support training programmes, publications, and outreach activities;
- Work under assigned officers and adhere to timelines;
- Maintain confidentiality and professionalism;
- Be willing to work beyond normal hours, if required.

## 9. **Code of Conduct**

Interns shall maintain discipline, integrity, and decorum, and shall:

- Refrain from unauthorized disclosure of information;
- Adhere to guidelines relating to social media, internet, and device usage;
- Avoid any conduct prejudicial to the interests of ICPS or Lok Sabha Secretariat.

Any violation may invite disciplinary action, including termination.

## 10. **Disengagement**

- (a) ICPS reserves the right to terminate the internship at any time without assigning reasons.
- (b) Interns may resign by giving one month's prior notice.
- (c) All assets and documents must be returned upon disengagement.

## 11. **General Conditions**

- (a) The internship is purely contractual and does not confer any right to employment.

(b) A certificate will be issued upon successful completion, subject to satisfactory conduct and performance.

(c) Internship experience may count towards eligibility for future opportunities, without any additional weightage.

(d) Interns will be entitled to leave up to 30 days per year on a pro-rata basis.

## **12. Residual Clause**

Any matter not specifically covered herein shall be decided by ICPS, and the decision of the Competent Authority shall be final.

**(Director, ICPS)**

**Institute of Constitutional and Parliamentary Studies**