

Call for applications: Internships at the Office of District Collector, Warangal Urban

The Office of the District Collector, Warangal Urban is the nodal office for implementing all Government schemes in Warangal Urban District.

We are now looking for interns from the 27th of February 2017 onwards, for a period of three months throughout the whole academic year!

Would you like to...

- gain relevant experience working in the Government?
- get an inside into fields like project management, communications and event organisation?
- be part of a young, motivated and professional team?
- see your ideas being implemented while you add points on your CV?

Do you have...

- good knowledge of English (desired)?
- good communication skills?
- previous experience in office work?
- a good team spirit?
- experience in working in any organization(not obligatory)?
- loads of enthusiasm and motivations?
- good knowledge of technology, social media and communications?

Then we are looking for you!

The Office of the District Collector, Warangal Urban is offering **unpaid** part time internship positions. We are looking for students who would like to gain professional experience for the duration of three months.

Main tasks

You will be working with the District Collector and supporting her in the following areas:

- drafting and revising of reports and presentations,
- preparing and updating databases, administering online elections and polls
- updating websites, member platform and social media sites,
- composing invitations and other materials,
- other tasks depending on current projects and events.

Selection Criteria

Part A: Filled in Application as per Annexure – A

Part B: Submission of the following two essays along with the signature of the student

1. Write an essay on **“If you could do anything to put Warangal on the International Map, what would you do and why?”**
2. Write an essay on **“Why do you want to join us? What do you see yourself doing for the next three months?”**

Note:

- Each essay should not exceed 300 words.
- If any of the essays exceeds 300 words, the student will be disqualified.

Points to be Noted

1. This internship is unpaid and there is no placement assurance with the internship.
2. You should be a student pursuing regular academic course of graduation level in Engineering or Medicine.
3. This internship is part-time and needs to be completed while attending the regular academic course.
4. Applicant will be expected to contribute about 10 - 15 hours a week.
5. **The maximum length of the internship is three months.** Applicants are required to **complete the internship in support of their studies or as a part of them.** If an applicant has already finished his/her studies, we cannot consider the application.
6. The student should be a resident of the Warangal Urban District.

Submit your application (Part A and Part B) along with resume to

Vijay Kumar,

District Informatics Officer (NIC),

Pragathi Bhawan,

Collectorate Complex,

Warangal.

E-Mail: tswgl@nic.in

Please apply by Wednesday 18th of February 2017.

Annexure - A

Application for Internship at Office of District Collector, Warangal Urban

Affix Recent
Stamp size
Photograph

Name of the Student				
Father's Name				
Date of Birth				
Gender				
Address for Correspondence				
E-Mail ID				
Mobile No				
Details of present study	Course			
	College			
	Year / Semester			
	% of Marks till last year/semester			
Details of completed Qualifications (starting from 10 th class)				
S.No	Degree/Qualification	University/College	Year of Passing	% of Marks

Signature of the student