

Intern – Research & Fellowship Coordination (IIDL / RMP)

(6-Month Time-Bound Role)

The **Research & Fellowship Unit at Rambhau Mhalgi Prabodhini (RMP)**, in association with IIDL, invites applications for a **Research & Fellowship Coordination Intern** to support the end-to-end execution of fellowship programmes—from **promotion to induction and ongoing engagement**.

This role is ideal for individuals with a **research bent of mind** who aspire to build a career in **policy, governance, or academic leadership ecosystems**.

Key Responsibilities

1. Fellowship Promotion & Outreach

- Support **promotion of fellowship applications** through digital channels and networks
- Assist in outreach campaigns to attract high-quality applicants

2. Application Management & Evaluation Support

- Collate and organise fellowship applications, maintain structured databases
- Assist in **screening and evaluation** (preparing summaries, shortlisting support)
- Ensure completeness, documentation, and tracking of all applications

3. Interview Coordination

- Coordinate scheduling of interviews with applicants and panel members
- Manage communication, confirmations, and documentation of interview outcomes

4. Bootcamp & Induction Coordination

- Support planning and execution of **fellowship bootcamp / orientation programmes**
- Coordinate logistics, schedules, materials, and participant engagement

5. Fellowship Lifecycle Support

- Act as a coordination bridge between **fellows, mentors, and faculty**
- Assist in tracking progress, submissions, and review cycles
- Provide ongoing **handholding support to fellows** during the programme

6. Research & Documentation Support

- Assist with basic research tasks: literature scans, data compilation, note preparation
 - Maintain structured records of reports, outputs, and fellowship documentation
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Profile Sought

- Final-year student or recent graduate (Social Sciences / Public Policy / Political Science / Economics preferred)
 - Strong **research orientation and analytical thinking**
 - Interest in **governance, public policy, and socio-political research**
 - Organised, detail-oriented, and comfortable managing multiple stakeholders
 - Proficient in MS Office / Google Workspace
 - Looking for a **full-time role opportunity in the future**
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Duration & Stipend

- **Reporting to:** Dean – Indian Institute of Democratic Leadership
- **Duration:** 6 months (aligned with fellowship cycle)
- **Stipend:** ₹5,000 per month