

Guidance Bureau - Internship Programme

Tamil Nadu Industrial Guidance and Export Promotion Bureau (Guidance Bureau) is the designated nodal agency for facilitating single window approvals for industries in the State for large industries. It is the first point of contact for Investors looking to setting up industries in the State and serves as a One-Stop Information Shop for information on industries and industrial development. Guidance Bureau plays a pivotal, and unique role in targeting, influencing and winning domestic and foreign investments into the state of Tamil Nadu by offering guidance, hand holding, problem solving and facilitation for investors to India.

Guidance Bureau proactively contributes to the enabling policy ecosystem that drives industrial development and ease of doing business reforms in the State. The Policy and Planning vertical undertakes drafting of policies by conducting applied research on policies, evaluation studies of programmes and policies connected with industrial development and providing the necessary feedback to the Government.

“Guidance Bureau – Internship programme” provides an opportunity for Undergraduate and Post Graduate students to engage with Guidance Bureau and understand the diverse range of indicators that drive economic and industrial growth of Tamil Nadu. The interns shall support and work with existing team and assist them in the fields of Policy & Planning and research for Investment Promotion.

1) Responsibilities

- Perform a portfolio of tasks to support the various activities of the Policy and Planning vertical.
- Track and collate statistics on economic data of interest such as FDI, employment, IIP, etc.
- Collate and prepare periodic reports.

- Compare policies pretraining to key sectors at an international, national and sub-national level on a regular basis and suggest changes to the existing TN policies.
- Prepare and design graphs, charts and infographics.
- Support research tasks and prepare research notes as needed.

2) Qualification & Desirable Skills

- Undergraduate and graduate students with major in economics / finance/ statistics and law with a keen interest in policy and planning
- Strong research, data analytics, data manipulation, fact checking, proofreading and editing skills
- Exemplary writing skills
- Knowledge of econometric and statistical analysis techniques for descriptive, exploratory analysis and predictive modelling
- Experience in working with statistical and economic modelling software, packages or other languages such as R/ STATA/ Python/ VBA will be an added advantage
- Proficiency in MS Office Suite and excellent presentation skills.

3) Nature of Engagement & Stipend

- a. **Internship Duration:** 3 to 6 months
- b. **Stipend:** up to Rs 30,000 per month
- c. **Type:** Internship would be based in Chennai office(Full-time/ Part-time/ Remote).
- d. The Interns shall submit their work reports to the respective Managers on weekly basis.
- e. Interns will be required to bring their own laptops.

4) Mode of Application & Selection Process

- a. The candidates will have to send their application by email to hr@investtn.in with the following details:

- Scanned copy of the Student/Employee Id Card
- Resume, not exceeding two pages
- Writing sample (500 – 1000 words) or publication
- Statement of Purpose, addressing both the questions below but not exceeding one page in total

i. What are your prior academic and professional experiences that equip you for undertaking this internship?

ii. How would this position help you in your career ahead?

b. Shortlisted applicants will be called for an interview (telephonic or video). The final list of selected applicants will be based on the application and the interview.