

Consumer Unity and Trust Society (CUTS) is a leading think-tank working on economic and public policy issues. From its modest beginnings in 1983, CUTS has grown significantly as a local and global research and advocacy group in addressing the challenges to enhance consumer welfare. From a small voluntary consumer non-governmental organisation (NGO) working locally in Rajasthan, a state in North West India, to make consumers aware of their rights and seek resolution of their grievances, CUTS has over time progressed to policy research and network-based advocacy on various public policy issues at state, national, regional and international levels.

Its work spans a multi-pronged agenda targeted to the realisation of CUTS' Vision of 'Consumer sovereignty' and its Mission of 'consumer sovereignty in the framework of social justice, economic equality and environmental balance, within and across borders.'

CUTS work now revolves around three verticals: Rules-based Trade, Effective Regulation and Good Governance. This graduation happened organically because of the demands made on CUTS to work on policy issues, which would enhance consumer welfare, with the realisation that consumers need to be protected upfront and not only ex post. CUTS aims to move forward with the whole world for a singular future.

Over four decades, the organisation has emerged as a Civil Society Voice of the Global South and has established itself as a Global Public Policy Think- and Action-tank influencing the process and content of inclusive growth and development

Please refer link for more information <https://cuts-international.org/>

**The internship programme will be on unpaid basis. For brief details about the internship, please refer to the following link: <https://cuts-international.org/career-internship-program/>**

#### **Purpose:**

To allow short term exposure of "*selected candidates*" with the different Verticals/ Divisions/Units of CUTS International as '*Interns*'.

#### **Objectives of the programme:**

The Programme has the following stated objectives:

- To allow young academic talent to be associated with the CUTS's work for mutual benefit.
- To provide an opportunity to associate with organisation to gain work experience in an active learning and a dynamic environment.

- To provide opportunities for new entrants with a view to acquire skills that would help them in career building.
- To assist them to obtain required practical experience and to complete their qualifications.

**Profile:**

Internship position is responsible for training within the organisation in various departments. An intern will have the opportunity to gain valuable and broad experience in the defined areas of interest and receive mentoring and coaching from experts working across the organisation.

**Key Responsibilities:**

- Segregation and Categorisation of Articles: Review and organise articles by classifying them under relevant themes, programme areas, and subject topics to improve accessibility, searchability, and content management.
- Compilation of Publications: Compile publications from different CUTS Centres and programmes, aligning them with relevant themes and programme areas. Maintain an updated, well-structured repository and ensure consistency in classification.
- Review of the CUTS Publication Website: Review the website to identify gaps, outdated content, and structural issues. Provide recommendations to improve categorisation, navigation, and visibility of publications.
- Content Verification: Verify key publication details such as author names, titles, dates, and categories to ensure accuracy and consistency.
- Coordination and Documentation: Coordinate with programme teams to verify information and maintain documentation of categorisation frameworks and updated publication lists.

**Requirements:**

- Demonstrated aptitude and experience in computer skills including use and understanding of Microsoft Excel, Word, PowerPoint etc.
- Effective verbal, written and interpersonal communication skills; ability to communicate clearly with various personnel to share/ gather information.
- Ability to work independently as well as within a team environment.
- Effective time management skills to meet deadlines on multiple tasks, projects and priorities.
- Professional and positive attitude

## TO APPLY

Procedure for Internship Candidates is required to apply for internship to Human Resource Department at [recruit@cuts.org](mailto:recruit@cuts.org) with the following:

- An application form has to be submitted in the prescribed format ([Internship Application Form](#)) Annexure-I.
- Reference letter from the university with the fact that they are in the process of acquiring their qualification.
- The duration of the programme.

If applicants satisfy the aforesaid criteria, the application will be forwarded to the relevant department for approval. Once approved, the applicant will be notified with a request to contact and complete the relevant formalities of joining as intern in respective department and a work plan will be prepared for his/her internship. Centre Heads and Colleagues may also refer candidates for internship. Even in those cases, the procedure will have to be adhered to.

CUTS is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability. Women candidates are encouraged to apply.

### **Consumer Unity & Trust Society (CUTS) International**

HEAD OFFICE

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India

Email: [recruit@cuts.org](mailto:recruit@cuts.org)

Web: [www.cuts-international.org](http://www.cuts-international.org)

## General Guidelines:

The objectives of the Internship Programme are:

- The internship period will be of one to six months depending upon the need of the centre at a specific time or as mutually agreed between CUTS and the candidate.
- Interns are encouraged to carry their laptop.
- The office hours would be from 9.30 AM to 6.30 PM from Monday to Friday.
- CUTS will NOT hold the responsibility of reserving accommodation for Intern students. S/he has to be responsible for all related costs, including accommodation, daily expense, and local travel during the internship. CUTS will not provide any financial support during the internship.
  - The intern shall maintain decorum of the office environment including punctuality and general discipline.
  - Interns are not entitled to any leave during the period of internship unless otherwise agreed. However, due consideration would be given to emergencies i.e. medical. The information should be provided to the mentor and HRD.
- Inform absence well in advance on email to mentor and HRD.
- If an intern is expected to travel for an assignment under a project, then the concerned department will take care of their expenses.
- Submit an Internship Report on completion of internship.
- A feedback session will be conducted by the mentor and HR with the intern on completion of internship.
- A certificate of completion of the internship will be provided to the intern at the end of the internship period.