



ASSOCIATION OF MUNICIPALITIES &
DEVELOPMENT AUTHORITY
— (AMDA) —

शहरी उन्नति

— An Internship for Urban Minds —



SUSTAINABLE
CITIES



INCLUSIVE
GOVERNANCE



INNOVATIVE
SOLUTIONS



CAPACITY
BUILDING



MEANINGFUL
IMPACT



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YOUNG MINDS. URBAN FUTURES. ENDLESS POSSIBILITIES.



‘शहरी उन्नति’ - An internship program for the Urban Minds

1. Philosophy

AMDA is an apex association established with the support of Municipal Corporations and Development Authorities across India under the aegis of Ministry of Housing and Urban Affairs (MoHUA). It serves as a premier platform for the exchange of ideas on Urban Planning and Development. AMDA facilitates knowledge integration and experience sharing among Municipal Authorities and Development Authorities across India through various capacity-building programs. AMDA has 106 Municipal Corporations and Development Authorities as enrolled member organisations.

Urban Local Bodies (ULBs) in India discharge a variety of complex functions in the fields of planning, management, engineering, operations and service delivery. Recognized as the third tier of Government, post the 74th Constitutional Amendment, 1992, they are at the frontier of day-to-day creation and management of infrastructure and services to improve ease of living for India’s urban citizens.

States/UTs perform important functions in the field of urban development. They enact laws, develop policies and carry out institutional reforms to provide direction to the sector in their regions. They have an important role to play in decentralisation of urban management functions to ULBs/Smart Cities.

2. Roles of Stakeholders (Program under operation).

India has a substantial pool of technical graduates for whom exposure to real world project implementation and planning is essential for professional development. Instead of thinking of education as ‘doing by learning’, we need to reimagine education as ‘learning by doing’. It is with this objective that AMDA is launching ‘शहरी उन्नति’- An internship program for the Urban Minds. The program intends to fulfil the twin goals of providing hands on learning experience to fresh graduates as well as benefitting the member organisations of AMDA with the infusion of fresh energy and ideas to solve critical challenges.

Detailed Guidelines:-

Objective	To provide platform for <ul style="list-style-type: none">• Short-term exposure to fresh graduates to enhance their professional development through experiential learning with ULBs and smart cities.• Harnessing fresh energy and ideas towards ULBs to solve critical challenges.
Eligibility Conditions	<ul style="list-style-type: none">• Open only to Indian Citizens.• Not more than 18 months should have passed from the date of declaration of final year results to the date from which the internship is sought.• Graduates/Post-graduates/Diploma/PG Diploma/Advanced Diploma students who have completed their course are eligible to apply.
Duration & extension of engagement	<ul style="list-style-type: none">• The duration of the internship will be initially for a period of 60 days, extendable to maximum of 90 days in the entire duration. The internship is proposed to be commenced from 22th June to 20th August 2026. Last date of submission of application 10th June 2026.

Domain Areas	<ul style="list-style-type: none"> • Municipal Finance. • Capacity Building. • Mass Communication, Social Media & IT. • Programme Monitoring, Project Appraisal, Evaluation and Monitoring. • Public Private Partnership. • Public Policy. • Environment & Social. • Urban Transport.
Total Number of Interns	Three (3) in this trench.
Terms of Engagement	<ul style="list-style-type: none"> • The intern will be tasked with projects/tasks as per the discretion of the AMDA. A reference list of domain areas described as above. • Additional roles/tasks may also be assigned to the interns on the discretion of AMDA. • The intern will be eligible for an internship certificate only upon successful completion of the internship period, which may be relaxed, but not lesser than 8 weeks, as per discretion of the AMDA. • The interns shall be required to maintain confidentiality of all the documents/reports, or any information received by him/her during his/her internship period. • The intern shall not reveal to any person or organisation any information related to AMDA or any other project associated with the organisation. • The intern may also be required to sign a confidentiality agreement mentioning appropriate terms and prior to the commencement of the internship. • Notice period of one week will have to be given prior to leaving the internship and the intern shall not leave the internship without being relieved by the AMDA. • Intern are expected to report every day, except holidays at the AMDA Office. • This internship is neither a job nor an assurance of a job in AMDA.
Stipend and Allowances	Amount of Rs. 20,000/- as stipend would be payable to the intern on monthly basis.
Logistics	<ul style="list-style-type: none"> • Interns shall bring laptops/mobile internet connectivity/other devices etc. as needed by them. <p>The interns shall arrange their own boarding/lodging/transport to and from their place of stay to the place of internship i.e. AMDA Office. However, AMDA may reimburse transport/travel expenses incurred by the intern during the course of any assignment at or for outstation tours, if any.</p>
How to Apply	<ul style="list-style-type: none"> • Details of internship positions will be made available on official website of AMDA i.e. https://amdaindia.org/. • Applicant is required to submit his/her application in the prescribed format attached as Annexure-A alongwith certified copies of all educational/professional documents & a covering letter addressed to Director cum Secretary, AMDA • The applicant shall also submit a synopsis on urban issues (not more than 1000 words) along with his/her application. Synopsis should also broadly cover a brief about the applicant's areas of interest, proposed area of work and objectives for undertaking the internship.

Annexure-A

APPLICATION FOR INTERNSHIP AT ASSOCIATION OF MUNICIPALITIES AND DEVELOPMENT AUTHORITIES (AMDA)

1. Name in full (in Block Letters) :
2. Father's / Husband Name :
3. Address for communication with Pin Code :
4. Permanent Address :
5. Date of Birth : *Self Attested Photograph*
6. Nationality :
7. Telephone number & email id :
8. Educational/Professional Qualification (Matriculation Onwards in Chronological Order)



Self Attested Photograph

Sl. No.	Qualification	Year	Name of Board / University	Class / Division	% of Marks	Subjects

(Attach separate sheet, if required)

9. Language Known :
10. Domain Areas Preference (Reference Point 2 Table):
11. Possess workable knowledge of Computer (Ms Office)- Yes/No
12. Any other information such as experience, training, publication etc:

UNDERTAKING

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief.

Signature of the Applicant

Place:
Date:

Details of Enclosures: