

Job Title: Management Trainee in Policy and Research

A Management Trainee in Policy and Research in Services Export Promotion Council (SEPC) would be responsible for assisting with various policy development and research tasks, under the guidance and supervision of senior staff. This role is designed to prepare the trainee for future leadership positions within the organization.

Responsibilities:

1. **Research Assistance:** Support the policy and research team in conducting research on various topics related to services export. This may involve data collection, data analysis, literature reviews, and preparing research summaries.
2. **Policy Analysis:** Assist in the analysis of existing policies impacting the services export sector, identifying potential areas of improvement or change.
3. **Program Support:** Provide assistance in the development and implementation of programs and initiatives aimed at promoting service exports. This may include assisting with planning, coordination, and evaluation of these programs.
4. **Documentation:** Assist in preparing reports, policy briefs, and other documentation based on research findings and program outcomes.
5. **Meeting Participation:** Attend team meetings, workshops, and seminars, contributing insights and ideas, and learning from experienced team members.
6. **Administrative Tasks:** Perform various administrative tasks as assigned, which may include scheduling meetings, maintaining databases, and preparing presentations.

Qualifications & Experience:

1. MBA/Bachelor's degree in public policy, economics, international relations, or a related field. A Master's degree or current enrolment in a Master's program would be advantageous.
2. Some previous experience or internship in policy development, research, or a related field is preferable.
3. Strong analytical skills and the ability to work with statistical data.
4. Excellent written and verbal communication skills.
5. Ability to work well in a team, as well as independently.
6. Proficiency in using research tools and software.
7. A keen interest in international trade and the service sector.
8. Fresher may apply.



Job Title: Intern in Policy and Research

An Intern in Policy and Research in Services Export Promotion Council (SEPC) would be expected to provide assistance with various research and policy-related tasks, contributing to the Council's work while gaining valuable experience in the field.

Responsibilities:

1. **Research Assistance:** Support the policy and research team by assisting in conducting research on various topics related to services exports. This may involve data collection, data analysis, literature reviews, and preparing research summaries.
2. **Policy Analysis:** Under the guidance of the team, assist in the analysis of existing policies impacting the services export sector, identifying potential areas of improvement.
3. **Documentation Support:** Help in preparing reports, policy briefs, and other documentation based on research findings.
4. **Meeting Attendance:** Attend team meetings and participate in workshops and seminars, learning from the experienced team members.
5. **Administrative Assistance:** Perform various administrative tasks as assigned, which may include scheduling meetings, maintaining databases, or preparing materials for presentations.

Qualifications & Experience:

1. Currently pursuing MBA/ Bachelor's degree in public policy, economics, international relations, or a related field.
2. Demonstrated interest in policy development, research, international trade, or the service sector.
3. Strong analytical skills and the ability to work with data.
4. Good written and verbal communication skills.
5. Ability to work well in a team, as well as independently.
6. Basic proficiency in using research tools and software is a plus.

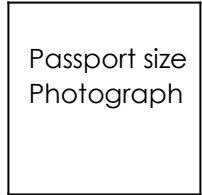
Note: This job description provides a broad overview and the exact duties and requirements can vary depending on the specific needs of the Services Export Promotion Council. This is a learning-oriented role designed to provide practical exposure to policy and research in the context of service exports.



SERVICES EXPORT PROMOTION COUNCIL
(Set up by Ministry of Commerce and Industry, Government of India)
www.servicesepec.org

ANNEXURE A

APPLICATION FOR THE POST OF _____



1. Name in full (In Block letters) : _____

2. Father's Name : _____

3. Age as on 01.06.2023 : ____years ____months ____days

4. Correspondence

Address : _____
(In Block letters)

5. Contact No; Mobile : _____

Telephone : (O) _____ (R) _____

Email : _____

6. Qualifications (Academic & Professional) : Starting from class 10th onwards

Exam passed	Year of passing	Name of the Inst/University	Max marks	Marks obtained	% of marks

7. Total work experience: ____years ____months



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8. Experience Details (**Post qualification only**)

Name & address of employer	Post held	From	To	Pay scale & Gross emoluments	Brief Job Description

9. Please give two References (Name, Address and Contact no.)

	Reference 1	Reference 2
Name		
Contact no.		
Address		

Declaration to be signed by the Candidate

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed there from. I also certify that no criminal proceeding is pending against me before any Court of law. If any particular mentioned by me is found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

Signature of the Candidate

Place:

Date:

NOTE:

- i. **Incomplete applications shall be summarily rejected.**
- ii. **Applications sent by post or in person shall not be entertained.**

APPLICATION FOR THE POST OF

• **Demonstrate your work experience relevant to your job description:**

1. Research, Analysis and reporting on bilateral trade, supporting the formulation of policies to promote services trade

2. Identification of and suggest remedial measures against existing or emerging trade barriers in potential markets for Indian service exporters.

3. Regular analysis and reporting of data and statistics on the Services sector.

4. Designing and managing local advocacy campaigns/workshops and conferences.

5. Knowledge of the International Trading frameworks and institutions as well as Indian government systems.

6. Any other relevant information

Note: It is not necessary to fill each column. Please fill in only those columns where you have actual experience