

# Institute for Policy Research Studies

A Company incorporated under Sec 25 of the Companies Act, 1956

MR Madhavan  
President

June 13, 2016

Mr. Hamraj Singh  
C/O Ashok Chaubey, Nawatoli,  
Daltonganj -822101,  
Jharkhand

Dear Hamraj,

Congratulations on your selection to the **Legislative Assistants to Members of Parliament (LAMP) Fellowship!** You are among a select cohort chosen through a rigorous and competitive selection process, from a pool of about 1500 applications.

The **LAMP Fellowship** is a unique opportunity to enhance your academic and professional learning by engaging with the national policy-making process first-hand. This Fellowship brings together people from diverse academic and regional backgrounds with varied academic and professional skills. We hope you will derive maximum benefit from the LAMP Fellowship.


The LAMP Fellowship runs for a period of about eleven months starting June 20, 2016. It is a full-time Fellowship and you are expected to demonstrate your complete commitment till its conclusion. You will be paid a consolidated stipend of Rs. 20,000 per month.

As a LAMP Fellow, you will be assigned to an MP who will mentor you. Your primary role as a LAMP Fellow is to provide research support to the MP you are working with. This involves providing research inputs to help the MP fulfill his/her parliamentary duties such as asking questions, raising matters of public importance, participating in debates, writing speeches and drafting private members' Bills, among others.

As a LAMP Fellow, you will be required to conduct yourself with utmost dignity and display the highest standards of professionalism and excellence. Since you will be working very closely with the MP and may be exposed to sensitive documents and information, you are required to adhere to the strictest standards of professional conduct and confidentiality.

The terms and conditions that you have to comply with are detailed in the annexure. Notwithstanding any other provision in this contract, Institute for Policy Research Studies reserves the right to terminate your Fellowship at any time if it feels necessary.

We look forward to working with you and wish you every success in your new role!



**Legislative Assistant to Members of Parliament (LAMP) Fellowship 2016-17**  
**Terms of Engagement**

**Training**

1. **Training:** Before you begin work with your MP, you are required to go through an intensive training programme. The training programme is scheduled from June 20 to July 15, 2016 and attendance is mandatory for the entire period of the training. Your performance and conduct will be monitored closely during the training period. Your suitability for the role of a LAMP Fellow will be reviewed and reassessed during this period. IPRS has the right to revoke your offer on account of unsatisfactory performance during the training period.
2. **Capacity building sessions:** Between Parliament sessions, IPRS will conduct capacity-building sessions and organise interactions with experts on a periodic basis. These activities could range from a few hours of discussion with an expert to a three day workshop on a particular topic. Attendance for these events is mandatory. Any absence without prior approval will be dealt with strictly.
3. **Delivery of Assignments:** During the training programme and the workshop modules, you will be given various assignments. You must complete these in a timely manner. Deadlines will be strictly enforced. There will be a review of your work at regular intervals through the Fellowship.

**Engaging with IPRS**

1. **Reporting to IPRS:** You will meet with an IPRS representative at a pre-decided time each week to review your work as a LAMP Fellow. Attendance at the review meetings is mandatory. You are required to maintain a task list according to the format provided, to be shared with the IPRS team in the review meetings.
2. **Leave:** Each LAMP Fellow is entitled to two days leave every month through the duration of the Fellowship. However, any such need to take time off must be first brought to IPRS for approval and then approved by the assigned MP as well. LAMP Fellows are discouraged from taking leave during parliamentary sessions. IPRS will also intimate LAMP Fellows of any other scheduled leave periods during the Fellowship.
3. **Full-Time Engagement:** The LAMP Fellow will commit to a full-time engagement with the Fellowship, and not pursue any additional academic or professional assignments.

**Working with your MP**

1. **Allocation of MPs:** In your role as a LAMP Fellow, you will be rendering research assistance to a Member of Parliament. The MPs participating in the Fellowship will be from both Houses of Parliament and from parties in both treasury and opposition benches. In assigning LAMP Fellows to MPs, no consideration will be given to the LAMP Fellow's political, ideological, social, personal leanings or any other preferences. No request from a LAMP Fellow personally or through any other channels, to be assigned to a specific MP will be entertained by IPRS. Any such attempt will be viewed negatively and may affect your participation in the Fellowship.

2. **Addressing your MP:** Every LAMP Fellow must display appropriate courtesy towards the MPs and other officials. This must reflect in your language, behaviour and interaction. The LAMP Fellow must address the MP respectfully at all times. "Mr/Ms." or "Sir/Madam" is the preferred form of address.
3. **Engaging with your MP:** While interacting with the MP, you must adhere to the highest standards of professionalism at all times. As a LAMP Fellow, you must refrain from airing any personal opinions, political views or details about their personal or political lives. Your personal opinions or political leanings must not become evident or known, either in the research that is given to MPs or in your interactions. You must not seek or accept any personal favours or express any personal agenda to the MP. You are expected to be punctual for all appointments and must follow regular office hours, ensuring that you are at your MP's office at 9 am each day, unless otherwise intimated. You would need to be open to flexible working hours and must be available to your MP at all reasonable working hours. You are expected to adhere strictly to all deadlines for tasks assigned by your MP.
4. **Confidentiality:** As a LAMP Fellow, you will be carrying out research on a number of matters for the MP. All interaction and research material discussed with the MP must be kept confidential – not to be discussed with family, friends or any other persons enquiring about your work. You are expected to treat all such information and conversations/ interactions/ discussions with the MP as strictly confidential. Any research that is prepared for the assigned MP must not be made available or shared with any fellow colleague or any other persons.
5. **Dress code:** As a LAMP Fellow, you are expected to adhere to high standards of professional conduct. This includes following a dress code to project a professional image. You should stick to formal dress during work. For example, women would need to wear a salwar kurta or Shirt/Trouser and men, trousers and a collared shirt. No jeans, T-shirts, kurta for men, floaters or sandals are considered appropriate.

#### **Media & Communication Policy**

1. **Media, Social Media and Public Platforms:** You will follow the media policy of the Institute. Only authorized personnel may speak to the media on matters related to the Institute or its work. You will not, at any time, directly or indirectly, give any statements or make available any information or make any comments on your work or the domain of legislatures or politicians to any person or organization, whether from the media or otherwise (including print, television, internet, radio, blogs) except when such interaction is authorized or facilitated by IPRS. You will refrain from disclosing the work of IPRS or discussing or commenting about work with legislatures and legislators, the domain or legislative bodies and politicians, and the Institute or any related matter on any kinds of social media. To re-iterate this, without specific authority or permission from IPRS, use of public or personal blogs, Facebook, Twitter, Google plus, Gmail status, authoring or co-authoring columns, participating in public forums/debates to talk about your work, the domain of legislatures and politicians and/or IPRS is strictly prohibited. Please note that this list is illustrative and not exhaustive.

In addition to the above, IPRS may insist on other reasonable terms of engagement as may become necessary at anytime during the Fellowship.

IPRS reserves the right to revoke the Fellowship at any time in the event of non-conformity to any of the terms of engagement or for behaviour that may lower the dignity of the Fellowship.

## **Legislative Assistant to Members of Parliament (LAMP) Fellowship 2017-18**

### **Terms of Engagement**

**Duration:** The Fellowship commences tentatively in mid-June 2017 and requires your commitment till the end of the Budget Session of Parliament in 2018 (expected to be April/May 2018).

**Stipend:** You will receive a consolidated monthly stipend of Rs. 20000.

#### **Training**

1. **Training:** Before you begin work with your MP, you are required to go through an intensive training programme. The training programme is scheduled from mid-June to mid-July 2017 and attendance is mandatory for the entire period of the training. Your performance and conduct will be monitored closely during the training period. Your suitability for the role of a LAMP Fellow will be reviewed and reassessed during this period. Institute for Policy Research Studies, hereinafter referred to as IPRS, has the right to revoke your offer on account of unsatisfactory performance during the training period.

2. **Capacity building sessions:** Between Parliament sessions, IPRS will conduct capacity-building sessions and organize interactions with experts from the academia/civil societies/think tanks etc on a periodic basis. These activities could range from a few hours of discussion with an expert to a two-day workshop on a particular policy area. Attendance for these events is mandatory. Any absence without prior approval will be dealt with strictly. Punctuality during these workshops is of paramount importance.

3. **Delivery of Assignments:** During the training programme and the workshop modules, you will be given various assignments. You must complete these in a timely manner. Deadlines will be strictly enforced. There will be a review of your work at regular intervals through the Fellowship.

#### **Engaging with IPRS**

1. **Reporting to IPRS:** You will meet with an IPRS representative at a pre-decided time each week to review your work as a LAMP Fellow. Attendance at the review meetings is mandatory. You are required to maintain a task list according to the format provided, to be shared with the IPRS team in the review meetings.

2. **Leave:** Each LAMP Fellow is entitled to two days leave every month through the duration of the Fellowship. However, any such need to take time off must be first brought to IPRS for approval and then approved by the assigned MP as well. LAMP Fellows are discouraged from taking leave during Parliamentary Sessions. IPRS will also intimate LAMP Fellows of any other scheduled leave periods during the Fellowship.

3. **Full-Time Engagement:** The LAMP Fellow will commit to a full-time engagement with the Fellowship, and not pursue any additional academic or professional assignments.

#### **Working with your MP**

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political views or details about the MP's personal or political life. Your personal opinions or political leanings must not become evident or known, either in the research that is given to MPs or in your interactions. You must not seek or accept any personal favors or express any personal agenda to the MP. You are expected to be punctual for all appointments and must follow regular office hours, ensuring that you are at your MP's office at 9 am each day, unless otherwise intimated. You would need to be open to flexible working hours and must be available to your MP at all reasonable working hours. You are expected to adhere strictly to all deadlines for tasks assigned by your MP.

4. **Confidentiality:** As a LAMP Fellow, you will be carrying out research on a number of matters for the MP. All interaction and research material discussed with the MP must be kept confidential and are not to be shared or discussed with family, friends or any other persons enquiring about your work. You are expected to treat all such information and conversations/interactions/discussions with the MP strictly confidential. Any research that is prepared for the assigned MP must not be made available or shared with any fellow colleague or any other persons.

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