



# iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)

Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)** of the Department of Science and Technology (DST), Government of India (GoI)



Adv. No.: iHub-Anubhuti/2024/Hiring/16

Date: 20/11/2024

## **Advertisement inviting applications for the position of HR Intern**

We are [IHUB ANUBHUTI-IIITD FOUNDATION](https://www.nmicps.in), a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the [National Mission on Interdisciplinary Cyber-Physical Systems \(NM-ICPS\) of the Government of India](https://www.nmicps.in). See <https://www.nmicps.in> for more details.

We are a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. Our charter includes creating Intellectual Property, Products and develop collaboration between industries, academic institutions and government agencies to innovate and developing data-driven cognitive computing solutions leveraging artificial intelligence and machine learning.

Visit <https://ihub-anubhuti-iiitd.org> to understand more about our mission, our work, our people and our innovations.

### **Job Summary:**

We are seeking a proactive and enthusiastic **HR Intern** to join our Human Resources team. This internship will provide valuable hands-on experience in various HR functions, enabling you to gain insights into employee management, recruitment, and HR operations.

### **Number of Post: 1**

### **Key Responsibilities:**

1. Assist in the end-to-end recruitment process, including job postings, screening resumes, and coordinating interviews.
2. Support onboarding and offboarding processes by preparing necessary documentation and conducting orientations.
3. Maintain and update employee records in the HR database.
4. Assist in organizing and coordinating employee engagement activities.
5. Support the payroll team with attendance management and leave tracking.
6. Handle employee queries and provide support on HR policies and procedures.
7. Contribute to drafting HR reports and presentations.
8. Assist in other administrative tasks as required by the HR team.

### **Qualifications:**

1. Graduate / Post Graduate degree in Human Resources, Business Administration or a related field.
2. Strong communication and interpersonal skills.
3. Proficient in MS Office (Word, Excel, PowerPoint).
4. Good organizational skills and attention to detail.



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5. Ability to work in a team and handle confidential information.
6. Strong problem-solving skills and ability to work under pressure.
7. Excellent communication and collaboration skills, with the ability to effectively present ideas and take constructive feedback.
8. Must be a creative thinker.
9. Ability to work independently and as part of a team in a fast-paced environment.
10. Flexibility to adapt to changing priorities and multitask effectively.
11. Ability to work in a fast-paced, dynamic environment and manage multiple tasks simultaneously.

## What we offer:

- A monthly stipend of ₹20,000.
- Hands-on experience with real-world HR practices.
- Mentorship and learning opportunities from experienced HR professionals.
- Opportunity to work in a dynamic and collaborative work environment.

**Work Location:** New Delhi - Onsite @ IIIT-Delhi Campus, Delhi 110020.

## General Instructions:

1. iHub-Anubhuti reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of qualification and experience, etc.
2. iHub-Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
4. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

## How to Apply:

Interested candidates may apply on the [Application Form](#). Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.