



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/19

Date: 05/12/2024

Advertisement inviting applications for the position of Intern – Startup

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 dynamic and motivated individual to join our Startup Vertical team as an Intern. The role offers a unique opportunity to work closely with startups, incubators, and key stakeholders, assisting in managing and supporting various startup-related initiatives and projects. The candidate will gain hands-on experience in the entrepreneurial ecosystem and develop valuable skills in project management, communication, and stakeholder engagement.

Number of Post: 1

Key Responsibilities:

- 1. Startup Coordination:**
 - Assist in onboarding startups and maintaining communication with founders and stakeholders.
 - Track the progress of startups, ensuring timely reporting and updates.
- 2. Event Management:**
 - Support in organizing workshops, mentoring sessions, hackathons, and networking events for startups.
 - Collaborate with internal teams to ensure smooth execution of events.
- 3. Research and Analysis:**
 - Conduct market research and analysis on industry trends, startup funding, and innovations.
 - Prepare reports and presentations on startups and ecosystem activities.
- 4. Documentation and Reporting:**
 - Maintain records of startup activities, proposals, and other relevant documents.
 - Assist in preparing monthly reports and presentations for stakeholders.



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5. Administrative Support:

- Support the startup vertical team in daily operations and logistical needs.
- Coordinate with internal and external teams for smooth project execution.

Qualifications:

1. Pursuing or completed a bachelor's/master's degree in Business Administration, Entrepreneurship, or in any fields.
2. Strong interest in startups, innovation, and the entrepreneurial ecosystem.
3. Excellent communication and interpersonal skills.
4. Basic understanding of drafting documents.
5. Basic knowledge of company compliances.
6. Proficiency in MS Office Suite (Word, Excel, PowerPoint).
7. Strong organizational and multitasking abilities.
8. Analytical mindset and attention to detail.
9. A keen interest in learning about scheme/project management.
10. Ability to work collaboratively in a team environment.
11. Ability to work independently and as part of a team in a fast-paced environment.
12. Flexibility to adapt to changing priorities and multitask effectively.
13. Ability to work in a fast-paced, dynamic environment and manage multiple tasks simultaneously.

What we offer:

- A monthly stipend of ₹20,000.
- Exposure to the vibrant startup ecosystem.
- Opportunity to work on real-world projects with emerging entrepreneurs.
- Mentorship and skill-building opportunities to accelerate your professional growth.

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.