



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/17

Date: 20/11/2024

Advertisement inviting applications for the position of Intern – Scheme/Project Management

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 detail-oriented **Intern** to assist in managing various schemes and projects within the organization. The ideal candidate will gain hands-on experience in project management, monitoring, and coordination. They will work closely with senior team members to ensure timely execution, compliance, and reporting of assigned schemes or projects.

Number of Post: 1

Key Responsibilities:

- 1. Project Coordination:**
 - Assist in planning and executing various schemes and projects under supervision.
 - Ensure timely updates and maintain project trackers.
- 2. Documentation & Reporting:**
 - Prepare detailed project reports, minutes of meetings, and other documentation.
 - Maintain accurate records and ensure compliance with guidelines.
- 3. Communication:**
 - Liaise with internal and external stakeholders for smooth execution of projects.
 - Address queries related to the schemes or projects and escalate issues when necessary.
- 4. Monitoring & Evaluation:**
 - Track the progress of ongoing projects and highlight key milestones or bottlenecks.



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- Ensure that all activities align with the project objectives.
- 5. Research & Analysis:**
 - Conduct research to gather insights and data for project enhancement.
 - Analyze performance metrics and suggest improvements for project effectiveness.
- 6. Administrative Support:**
 - Provide logistical and administrative assistance for project-related activities.
 - Coordinate meetings, events, and training sessions related to the schemes.

Qualifications:

1. Pursuing or completed a degree in BA/ BBA or in a related field.
2. Minimum 1 year of experience in any domain.
3. Strong organizational and multitasking skills.
4. Excellent verbal and written communication skills.
5. Proficient in MS Office Suite (Word, Excel, PowerPoint).
6. A keen interest in learning about scheme/project management.
7. Ability to work collaboratively in a team environment.
8. Ability to work independently and as part of a team in a fast-paced environment.
9. Flexibility to adapt to changing priorities and multitask effectively.
10. 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 in managing impactful schemes and projects.
- Mentorship from experienced professionals in the field.
- Exposure to real-world challenges and problem-solving opportunities.

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.