

IIITD Innovation & Incubation Center

A Section (8) Company Promoted by IIIT Delhi



Exciting Internship Opportunities at IIITD Innovation & Incubation Center

We are happy to announce an exciting opportunity for UG/PG students to work as Interns at IIITD Innovation & Incubation Center.

About IIITD Innovation & Incubation Center

IIITD Innovation & Incubation Center (IIITD-IC) is a Section 8 company promoted by IIIT Delhi. The Company was established in 2017 with the goal of promotion of Entrepreneurship, Innovation and support the Start-ups. IIITD-IC is functioning as a Technology Business Incubator under Department of Science & Technology (DST), Govt. of India, as an Incubation Center under initiative of Department of Training & Technical Education, Govt. of NCT of Delhi, and as a TIDE 2.0 Center of Ministry of Electronics and IT (MeitY), Govt. of India.

The Company is located within the lush green campus of IIIT Delhi in Okhla, New Delhi.

Job Description

We are inviting applications for role of Interns from those who seek challenges and are keen to be engaged and learn through every aspect of start-up eco-system, to handle diverse projects, and to apply your academic learning to actual business practice. This would be the best possible opportunity to learn and earn, and to be ready to take on future career roles with supreme confidence.

And who knows, you might yourself become an entrepreneur after being deeply engaged with incubatees at IIITD-IC and our operations, through your internship with IIITD-IC.

Expectations from You

You should be very good in communication, quantitative analysis, social media, business research, handling challenges; with excellent skills in MS-Office, strong commitment and working capabilities.

Eligibility & Number of Openings

Internship open to students of B.M.S / BBS / BFIA / B.Tech / BCA / B.Sc. / B.A.(Eco); / MBA / MFC / MBE / CA / CS / CFA.

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There are two avenues of internship outlined below. We are looking for 1-2 interns in each of these

Offer

- i. Stipend of INR 5000/- per month.
- ii. Potential Engagement Period: 06 months
- iii. Certificate and Letter of Recommendation
- iv. Potential of PPO

Mode of Engagement & Place of Work

- i. Blend of Working Remotely & Working from Office.
 - a. You would be required to work from office for 2 days in a week & 3-4 days remotely.
- ii. Place of Work: IIITD Innovation & Incubation Center within the campus of Indraprastha Institute of Information Technology, Okhla Industrial Estate, Phase III, New Delhi – 110020.

Avenues of Internship

1. Internship A: Incubation & Operations

- i) Start-up Ecosystem Research
 - a) Developing the knowledge depository on government policies and initiatives, and major initiatives in private sector; co-working spaces; investor community etc.
 - b) Tracking innovative activities being carried out by various national incubators / accelerators.
 - c) Reaching out to International incubators and finding opportunities to form alliances
- ii) Active support for for Incubation Operations at IIITD-IC
 - a) Screening & Evaluation of new ideas
 - b) Onboarding of new start-ups
- iii) Engagement with Incubatee Startups
 - a) Driving the incubatees to provide regular business information updates, and providing information as per agreements between IIITD-IC and the incubatees
 - b) Business Research support to Incubatee
- iv) Maintaining Data of Incubatee Startups
 - a) Data management and analytics
 - b) Maintaining records through documents (paper format) and in excel (digital format)
- v) Promoting Social Entrepreneurship

(a) Supporting Innovation & Entrepreneurship towards Social Causes.

2. Internship B: Training & Development and Events

IIITD-IC conducts many events, activities, training programmes / workshops etc. regularly to promote entrepreneurship & innovation. The interns would be required to work closely with Programme Coordinators & participating entrepreneurs for planning and smooth implementation and monitoring of such programmes / events, right from start to finish

The key responsibilities will include at least the following:

- i) Application design, monitor and scrutiny
- ii) Following up with the Speakers and Mentors for the program
- iii) Ensuring digital presence of IIITD-IC, partners and participants during the course of program
- iv) Monitor the classes during the session and ensure to provide all support to participants
- v) Assist the speakers and coordinators
- vi) Regular feedback and review
- vii) Complete planning
- viii) Preparation of reports
- ix) Marketing of Events/Activities etc.
 - a) Preparation of marketing collaterals, posters etc.
 - b) Circulation about the event / activity.
 - c) Digital marketing of event through Facebook, LinkedIn, Twitter & Instagram account of IIITD-IC
 - d) Analytics on the outreach of the marketing

Selection process

You send in your application through online mode and we shall review all the incoming applications. If you are shortlisted, then there shall be a brief personal interview

Applications

Applications would be accepted through online mode only. Please apply through this link - tiny.cc/iiitdicintern before 07th February 2021.

Keep your CV and covering letter ready as separate documents, as they have to be uploaded as part of online application.

In case of any query, email us at info@iiitdic.in.

