

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 students in **finance domain** 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 apply their 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.

Expectations from You

You should be very good in financial concepts, accounting, legal aspects (secretarial laws), documentation, audit process etc., along with good communication & quantitative skills. Expected to have strong skills in MS-Office.

Eligibility & Number of Openings

Internship open to students of BFIA / MFC / CS / CA / CMA / CPA / CFA

Offer

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

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Your Responsibilities

1. Developing good Financial MIS and dashboard
2. Developing tracking mechanism for grants, use of grants
3. Preparing updates, reports as required
4. Review of transactions, vouchers, supporting documents
5. Developing invoicing and receipt system for incubatees
6. Developing other internal processes in finance and administration departments to help in improving performance of the Company

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 virtually.

Applications

Applications would be accepted through online mode only. Please apply through this link - tiny.cc/iiitdicfintern before 17th 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.

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