



**ADVERTISEMENT  
FOR  
INTERN – INCUBATION AND ACCELERATION  
IIT MANDI IHUB AND Hci FOUNDATION  
A Section – 8 Company  
Location – IIT Mandi Campus**

**About IIT Mandi iHub and Hci Foundation: About iHub:** IIT Mandi iHub and Hci Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber- Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is **“Human-Computer Interaction.”** The vision of the iHub is to be an internationally recognized hub that nurtures Hci research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit [www.ihubiitmandi.in](http://www.ihubiitmandi.in).

**Applications are invited for the position of Intern – Incubation and Acceleration**

**No of Positions: 1**

**Apply Here:** <https://form.typeform.com/to/rnuWRqch>

**The Role**

We are looking for an intern to support our Incubation and Acceleration team. The intern will assist in day-to-day operations, startup support activities, and coordination of programs/events. This is a great opportunity to learn how startup ecosystems work and gain hands-on experience in incubation management.

**Responsibilities:**

- Assist in managing incubation processes and documentation.
- Support startups with queries and coordinate with mentors/experts.
- Help in organizing workshops, events, and review meetings.
- Maintain databases of startups, mentors, and program activities.
- Assist in preparing reports, presentations, and communication material.
- Conduct basic research on startup trends, sectors, and funding opportunities.

**Qualification:**

Graduation or post-graduation in Management, Engineering, Commerce, or any related fields.

<b>Position</b>	<b>Qualification</b>	<b>Years of Experience</b>
Intern – Incubation and Acceleration	Bachelor's or Master's degree in Management, Science, or any related field.	0-1 year

## Desirable Experience & Skills:

- Good communication and writing skills.
- Basic knowledge of MS Office/Google Workspace.
- Research and analytical ability.
- Time management and organizational skills.
- Teamwork and collaboration.
- Problem-solving attitude and eagerness to learn.

## Internship Details and Benefits:

- **Duration:** 6 Months
  - **Schedule:** Full-time, typically Monday to Friday.
  - **Remuneration:** INR 15,000/- per month.
  - **Career Opportunities:** Potential candidates can be converted to full-time.
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## Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCi Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.*
6. ***The applications will be considered till the post is filled.***

**Contact us:** IIT Mandi iHub and HCi Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

**Email:** [hr@ihubiitmandi.in](mailto:hr@ihubiitmandi.in)

**Website:** [www.ihubiitmandi.in](http://www.ihubiitmandi.in)

*Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions*