APPLICATIONS ARE INVITED FOR
MANAGEMENT INTERNS
AT
IIT MANDI IHUB AND HCI FOUNDATION
A Section – 8 Company
Location – IIT Mandi Campus

About IIT Mandi iHub and HCI Foundation: 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 scale skill development. The four verticals of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation and acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

No. of Positions: 2

Job Overview:

- Management intern positions available for admin-related work.
- Great opportunity to gain practical experience and learn from experienced professionals.

Apply Here: *https://xt9iuyp9fqg.typeform.com/to/H1zdGJex*

Key Responsibilities:

- Support the administrative team in day-to-day operations.
- Assist in data analysis, financial reporting, and budgeting activities.
- Participate in meetings and take minutes as required.
- Help with documentation and record-keeping.

Essential Qualifications:

- Bachelor's or Master's degree in business administration or related fields.
- Sound knowledge of administrative works.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- Attention to detail and strong organizational skills.

Desirable Skills/Traits:

- Previous experience in a related role or internship.
- Knowledge of relevant legal and regulatory frameworks.
- Understanding of market trends and economic factors.
- Adaptability and a willingness to learn new concepts.
- Proactive and self-motivated attitude.
- Ability to handle confidential information with discretion.

Stipend:

INR 15,000 to 18,000 per month based on experience.

Duration of Internship:

6 months and can be extended based on performance.

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 posts are filled.***

Contact us: IIT Mandi iHub and HCI Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005
Email: hr@ihubiitmandi.in
Website: 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.