



**ADVERTISEMENT
FOR
MANAGEMENT INTERN
AT
IIT MANDI IHUB AND HCl FOUNDATION
A Section – 8 Company
Location – IIT Mandi Campus**

About IIT Mandi iHub and HCl Foundation: **About iHub:** IIT Mandi iHub and HCl 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 HCl 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

Applications are invited for the position of Management Intern

Apply Here: <https://xt9iuyv9fqg.typeform.com/to/wlW7VPXg>

The Role

We are looking for candidates with excellent verbal and written communication skills to support daily operations and content management.

Key Responsibilities:

- Support and assist in the execution of daily operations
- Assist with curating content for web, social media, and email campaigns
- Participate in meetings and take minutes as required.
- Review content for accuracy, grammar, spelling, and tone, ensuring all published content is error-free and aligned with company standards.
- Help with documentation and record-keeping.

Essential Qualification:

Position	Qualification	Years of Experience
Management Intern	Masters/bachelor’s degree in business administration or related fields.	0-1 years

Desirable Skills:

- Excellent verbal and written communication skills
- Proficiency in Word, Excel, PowerPoint, and Outlook for daily operations
- Ability to adjust to changes in priorities, tasks, or projects

Stipend:

INR 15,000/- per month.

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCl 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 HCl Foundation, IIT Mandi, North Campus, Kamand, District Mandi, HimachalPradesh 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.