

VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956.)

NAAC
ACCREDITED
A+
UNIVERSITY

VGU/2023-24 / 9927.

Dated: April 09, 2024

120 days of Administrative Internship
Nominations are called for student internship at the VGU - CEO secretariat.

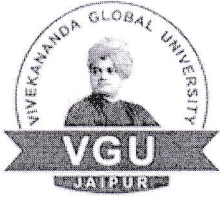
Each intern to work at CEO office for 120 days. (20th April - 20th August)

1. Selected interns shall be posted under 7 departments of the secretariat.
2. Stipend of Rs.10,000 per month shall be paid.
3. The working hrs shall be 2 hrs on all academic working days and 4 hrs. on all leave days / holidays.
4. Max. leave of 1 day per month or total of 5 days shall be permitted for the tenure.
5. Max. 30 students shall be selected from across the campus through a 2 stage selection process.
 - Stage 1- On basis of nomination form filled
 - Stage 2- Interview round
5. Each intern shall have to wear uniform (blazer/ t-shirt) provided by the office during all working hours.
6. Every intern shall be reporting directly to the CEO office and will be working closely for various administrative and outreach tasks of the campus.
7. Each intern shall receive a letter of recommendation & internship certificate from the CEO office.
8. All nominations to be mailed on ceo@vgu.ac.in.

Onkar Bagaria

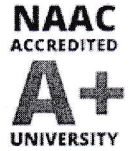
(Er Onkar Bagaria)
CEO
VGU

Copy to: Chairperson / Vice Chairperson / Pro-President (Academic Affairs) / Pro-President (Research Affairs) / Director FoM/ Registrar / All Deans and Associate Deans / COE / All HoDs / TPO / Head CTPL-VGU SPOC / All Faculty Members / Library / ERP Cell / Accounts Section / Hostel Wardens / All Staff Members / Notice Board / Student Cell / HR Cell / Office File



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Details

Name :

Program :

Batch :

Hometown :

Hostel / PG/ Resident of Jaipur

Languages known (for verbal communications)

Rate yourself for

- verbal communications
- graphic design abilities
- Administration skills

Discipline

- punctuality
- business understanding
- content writing
- campus knowledge
- event management skills
- social media management

State 3 aspects of campus which you propose for improvement or change.

State 3 aspects of VGU , that make it a preferred academic institution.

What do you want to learn/experience with this internship.

Why should you be selected for this opportunity.