



## **Job Title: Intern – Start-Ups**

**Organization:** I-STEM National Portal ([istem.gov.in](http://istem.gov.in))

**Location:** IISc, Bengaluru (On-site)

**Duration:** 3-6 months

**Monthly Stipend:** Rs. 5,000/-

**Job Type:** Internship

**Overview:** I-STEM National Portal is seeking a highly motivated and dynamic individual to join our team as a Startup Department Intern. This internship presents a unique opportunity for students or recent graduates to gain hands-on experience in the field of startup support and innovation within the realm of science, technology, and engineering.

### **Responsibilities:**

- *Research and Analysis:*
  - Conduct research on emerging startups in the science and technology sector.
  - Analyze trends, market landscapes, and potential areas for collaboration.
- *Database Management:*
  - Assist in maintaining and updating the startup database.
  - Ensure accurate and comprehensive records of startup profiles.
- *Communication and Outreach:*
  - Support communication efforts with startups, including email correspondence and coordination of meetings.
  - Assist in organizing events, workshops, or webinars related to startup engagement.
- *Documentation:*
  - Prepare reports, summaries, and documentation related to startup activities.

- Ensure proper documentation of communication and collaborations
- *Collaboration Support:*
  - Facilitate communication between startups and relevant stakeholders.
  - Facilitate communication between startups and I-STEM COO.
  - Assist in identifying opportunities for collaboration between startups and I-STEM resources.
  
- *Administrative Tasks:*
  - Provide administrative support as needed for the smooth functioning of the Startup Department.
  - Assist in managing schedules, appointments, and departmental logistics.

#### **Qualifications:**

- Currently enrolled in an engineering undergraduate or graduate program or recent graduate. Candidates with STEM (Science, Technology, Engineering and Mathematics) educational backgrounds will be preferred.
- Strong interest in startups, business models, finance, fundraising cycles, innovation, and technology.
- Strong knowledge about the functionality of start-up ecosystem in India.
- Excellent organizational and communication skills.
- Proficient in Microsoft Office Suite and basic data management tools.
- Ability to work independently and collaboratively in a team.

#### **Benefits:**

- Valuable hands-on experience in startup support and innovation.
- Exposure to a dynamic and collaborative work environment.
- Networking opportunities with professionals in the science and technology sector.
- Mentorship and guidance from I-STEM COO for career development.
- Recommendation Letter directly from the I-STEM COO.
- Monthly stipend during the course of internship.

**How to Apply:** Interested candidates should submit their resume along with a cover letter outlining their interest and relevant qualifications to [nodal.office@istem.co.in](mailto:nodal.office@istem.co.in) by **15<sup>th</sup> Dec, 2023**. Please use the subject line "*I-STEM Intern (Start-Ups) Application - <Your Full Name>*".

**Please note: I-STEM National Portal is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply. Only shortlisted candidates will be contacted for interviews.**