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| Manav Rachna Educational Institutions  *NAAC ACCREDITED `A++' GRADE UNIVERSITY*  **Academic Session 2024-25** | |
| **Internship Notification Form** | |
| **OVERVIEW** | |
| Name of the Department/ Campus Unit | SCA, MRIIRS |
| Website / Other source of Information | https://manavrachna.edu.in/mriirs/school-of-computer-application |
| Profile Type (Teaching/ Non Teaching) | Non-Teaching |
| Brief write-up on the Department (50 to 75 words) | School of Computer Applications is one of the earliest entities of the university providing industry ready and research oriented computer education and applications through different programmes. Currently it offers MCA, BCA, B.Sc. (Information Technology) with various specializations and Ph.D Programmes with latest industry-ready curriculum which is kept regularly updated in the light of latest developments in the IT industry. |
| **JOB PROFILE** | |
| Designation | Office Executive |
| Job Description | A highly motivated Report/Content writer with excellent organizational and editing skills, who possesses the ability to produce timely, accurate and engaging reports. The person shall be responsible for collecting, analysing and summarizing raw data & comprehensive information into written reports. |
| Skills Required | Analytical Skills to analyze the collated data and draw meaningful conclusions; Report Generation for events/ data insights/ annual reports/ newsletters. Structuring of reports, inclusion of relevant information highlights, incorporations of visuals like pictures, charts & graphs, and writing analysis, Write, revise, and/or edit reports as needed; Data Management while ensuring accuracy and reliability (Keen eye for detail and accuracy); Collaboration, Communication and interpersonal skills; Technical Proficiency (Excel, Microsoft Word, Powerpoint, etc); Ability to work well in a fast-paced and changing environment, and meet strict deadlines. |
| Place of Posting | SCA |
| Duration of Internship (Start and End Date) | July 15, 2024 – Dec. 30, 2024 |
| **SALARY DETAILS** | |
| Minimum No. Of Hours (As required by the department) | **40 hrs/month** |
| Training Period | **5 hrs** |
| Stipend paid during training | **No** |
| Bond or Service Contact (If yes, give details) | **Yes (in form of joining letter)** |
| **ELIGIBILITY** | |
| Eligible Courses/Branches | **UG/PG** |

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MRIMPACT