



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय  
**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**  
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)  
Sector 9, Dwarka, New Delhi – 110077

**JOB DESCRIPTION**

<b>Organization</b>	Delhi Skill & Entrepreneurship University
<b>Position</b>	DIICE Intern
<b>Duty Station</b>	DSEU Incubation & Innovation Centre for Entrepreneurship (Erstwhile BPIBS Knowledge & Innovation Foundation)
<b>Tentative Start Date</b>	15 <sup>th</sup> June 2022
<b>Duration</b>	2 months (1 month extension contingent on need & performance)

**About DSEU & DIICE**

The Delhi Skill and Entrepreneurship University (DSEU) was established in August 2020 by the Government of NCT of Delhi (GNCTD) to equip students with world-class skill education to enable access to aspirational jobs and inculcate an entrepreneurial mind-set. DSEU aims to create a win-win for the youth and the industry by addressing the existing gaps in skill training. The University wishes to change the existing paradigm of skilling, transforming it in a way that makes skill acquisition aspirational. It aims to provide opportunities to everyone interested in up-skilling, and re-skilling.

In addition to this, DSEU has set-up an incubation centre (DSEU Innovation & Incubation Centre for Entrepreneurs - DIICE) to support the entrepreneurial aspirations of its students and other external budding entrepreneurs. The incubator plans to run the following 4 programs currently:

- **‘Business Blasters’ program:** To support top 100-150 teams of grade XI & XII student entrepreneurs selected out of 1000+ teams across the government schools in Delhi. Each has been funded by a pool of donors/investors during an investment expo. Subsequently, the teams will now be incubated for business development at DSEU.
- **‘SME’ program:** To support ventures which aim to create small to medium businesses on the lines of existing business models, since DSEU runs multiple programs which encourage freelancing/setting up businesses (for e.g., Diploma in Interior Design, Diploma in Fashion Design, B.A. in Aesthetics & Beauty Therapy, etc.)
- **‘Growth & Innovation’ program:** To support ventures working on product or process innovations
- **‘Women entrepreneurship’ program:** To support aspiring women entrepreneurs living in disadvantaged parts of Delhi to set up micro-businesses.

**Job description**

Given the age and maturity of the business owners of business participating in the ‘Business Blasters’ ventures need unique handholding support to solve challenges across business model, legal and financial compliances, HR issues - atypical of conventional start-ups. In addition, they

also require conventional support such as technical mentorship, recruitment support, and business training.

Hence, the on-boarded interns will support various activities specific to the ‘Business Blasters’ program. Their responsibilities shall be dependent on the allotted workstreams:

- **Program management:** Working with ventures to assess their current needs, helping them solve issues related to scalability of their business model. The intern shall be responsible for:
  - Helping allotted ventures define target milestones, and handholding the team for business model development (e.g.: how to increase sourcing to achieve targets)
  - Assessing up-skilling needs across allotted ventures & categorizing common themes
  - Finding & mapping mentors from mentor pool
  - Tracking overall progress of the venture against defined milestones through fortnightly meetings
  - Collecting & tracking feedback from both the mapped mentors & the ventures to ensure progress & effective utilization of mentor expertise
  - Facilitating discussions between the student teams & potential investors to ensure decisions are taken keeping in mind the best interests of the student ventures
  - Following up with students and helping them make decisions on which LoIs to accept or further negotiate
  - Reaching out to individuals who’ve filled an ‘Investment’, ‘Donation’ (venture specific), or ‘Business Relationship’ LoI, (indicating a preference to invest, donate, or establish a business relationship with the ventures, respectively) and getting them connected with the respective ventures
  - Facilitating further engagements between investors & ventures in case LoIs are accepted & informing individuals whose LoIs are not accepted

**Current openings-**

- Program management: 5

**Minimum Requirements –**

Education & Relevant Experience	<ul style="list-style-type: none"> <li>● The candidate should be enrolled in final year or have completed their under-graduation/post-graduation degree</li> </ul>
Technical Expertise	<ul style="list-style-type: none"> <li>● Candidate should have working knowledge of MS Office applications – such as Word, Excel &amp; PPT</li> <li>● The candidate should have a decent command over Hindi &amp; English language</li> </ul>
General/Managerial	<ul style="list-style-type: none"> <li>● Candidates with experience of working with senior-secondary students would be given preference</li> <li>● Candidates should operate with the highest standards of ethics and integrity</li> <li>● Candidates should help create an enabling environment for open empathetic communication with students</li> </ul>

	<ul style="list-style-type: none"> <li>• Candidates should display excellent written and verbal communication skills</li> <li>• Candidates should be self-directed and able to work without supervision</li> <li>• Candidates should be energetic &amp; eager to tackle unprecedented challenges of working with young entrepreneurs</li> <li>• Candidates should be capable of dealing with multiple types of stakeholders, such as students, parents, teachers, seasoned professionals from the entrepreneurship space (investors/mentors/founders/etc.)</li> </ul>
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### Remuneration and Employment Details -

Stipend (All Inclusive)	15,000 INR (Per Month – all inclusive) + Certificate upon tenure completion from DSEU
Tenure Duration & Type	Contractual for 2 months as per DSEU Employment Rules Extendable by 1 month basis performance & need
Mode of working	In-person at ‘DSEU Innovation & Incubation Centre for Entrepreneurship’, or DSEU Dwarka Campus

### Value proposition to prospect interns –

You have an opportunity to work with some of the most passionate people about entrepreneurship in the country. You will get to be a part of an experiment to create a movement towards seeding entrepreneurship to a hitherto unexplored demographic. You will have the opportunity to work with the senior leadership of DSEU, a game-changing institution in the field of skills education. And finally, you’ll be part of a social mission which not only contributes to building the economy of this country, but also provides a platform for underprivileged students to build a bright future for themselves. This will surely count towards your life and career.

### Important –

- DSEU reserves the right to forfeit a candidate's employment on receipt of non-compliance with the University’s rules and regulations.
- **Interns will be expected to carry their own laptops**

**Last Date of Application:** 6th June 2022 by 10am

**Application Form:** <https://forms.gle/VzDFyh5zwwHDFumW8>