

**DAAD Regional Office in New Delhi
invites applications for an
Internship**

About DAAD

Deutscher Akademischer Austauschdienst (DAAD) or the German Academic Exchange Service is a not for profit organization and is the largest funding organisation in the world supporting the international exchange of students and scholars.

The [DAAD India](#) promotes academic exchange between Germany and South Asia (India, Sri Lanka, Nepal, Bangladesh, and Bhutan). It provides information about institutions of higher education as well as research institutions in Germany. DAAD provides annual fellowships and short-term research grants, supports guest professorships, and helps to establish university collaborations.

Duties and Responsibilities of the intern:

Support for

- Processing, reviewing, and updating the scholarship applications based on scholarship criteria
- Organising selection committee meetings and selection procedure
- Technical assistance for online sessions and interviews
- Maintaining and updating databases
- Performing other duties as assigned

Knowledge, Skills and Abilities:

- Minimum Qualification: Bachelor's degree (Full-time and not older than 2019)
- Strong skills in MS Office (particularly MS Excel)
- Knowledge of German language (B1 and above)
- Excellent written and verbal communication skills in English
- Attention to detail, thoroughness, and diligence
- Ability to handle confidential data
- High organisational skills

Duration of the internship:

From 1st August 2021 to 28th February 2022

Workstation:

DAAD Office on 3rd Floor, R K Khanna Stadium, 1 Africa Avenue, New Delhi 110029

Please note:

- This position requires a commitment of 40 hrs. per week
- This is a paid internship without stay and travel allowances
- Currently DAAD New Delhi employees and interns are working from home due to safety concerns during Covid-19 pandemic. When the DAAD New Delhi commence work from office, the intern is expected to be in New Delhi to join the office.

Application:

Apply online on: <https://www.daad.de/surveys/767755?lang=en>

Please upload the following documents on the above link at the end of the application in one pdf file of max. 5 MB:

- CV
- Motivation Letter (Maximum 1 page)
- Last Degree Certificate
- Latest German Language Certificate

Application Deadline: 15th May 2021

Only shortlisted candidates will be contacted for an interview. Interviews are planned online between 24th to 28th May 2021