



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

Organization	Delhi Skill & Entrepreneurship University
Position	Legal Intern
Vacancies	1
Duty Station	Delhi Skill and Entrepreneurship University, Sector 9, Dwarka, New Delhi- 110077
Start Date	1st March (tentatively)
Duration	3 Months

About DSEU –

The Delhi Skill and Entrepreneurship University (DSEU) was established in August 2020 by the Government of NCT of Delhi to equip students with world-class skill education to enable access to aspirational jobs and inculcate entrepreneurial mindset and entrepreneurship. DSEU aims to create a win-win for the youth and the industry by filling the existing gaps in skill training.

The University wishes to change the existing paradigm of skilling, making skill acquisition aspirational and providing opportunities to all for skilling, up-skilling and reskilling. Besides, DSEU will support and nurture entrepreneurs and provide quality mentorship to steer the entrepreneurial journeys of those interested, by providing incubation, and constant support.

The University has twin objectives-

- To change the existing paradigm of skilling, make skill acquisition aspirational and provide an opportunity to all for skilling, up-skilling, and re-skilling.
- Support and nurture entrepreneurs and entrepreneurship

The University will offer courses to people from all walks of life and empower the marginalized and minority groups by providing them with an opportunity to attain world-class education. The University aims to develop aware and well-rounded citizens.

The course curriculum offered at DSEU will be inspired by industry requirements and will help graduates to be career-ready. Holistic development at affordable costs will be the aim of the University while also ensuring that no student is denied admission due to lack of the ability to pay. The University will provide the opportunities of scholarships and financial assistance for getting loans and support from the Delhi government schemes for higher education.

Job Purpose (Key Responsibility Area) –

The Interns will be expected to support various kinds of projects at the university for comprehensive education and the program encompassing the following

- Help plan and design processes and make recommendations for improvement
- Help Draft & proofread contracts
- Research: Students must be well versed in the types and procedures of conducting research.
- Help draft proposals, MoU’s & agreements

Minimum Requirement -

Education & Relevant Experience	<ul style="list-style-type: none"> ● Minimum: Must have cleared Final Year of LLB ● Prior experience with a strong interest in the education sector will be an added advantage.
Technical Expertise	<ul style="list-style-type: none"> ● Drafting & proofreading of contracts ● Candidate should have basic knowledge of working on computer applications like MS Office & Google Workspace ● Functional knowledge of basic internet concepts like browsing, navigation, general research skills. ● The candidate should have a good command of Hindi & English language.
General/ Managerial	<ul style="list-style-type: none"> ● Promote the highest standards of ethics and integrity. ● Help create an enabling environment for open communication ● Share knowledge and support a culture of learning. ● Demonstrate fairness and transparency. ● Excellent written and verbal communication skills ● Self-directed and able to work without supervision ● Energetic and eager to tackle new projects and ideas ● The candidate should be able to deal with all stakeholders.

Remuneration and Employment Details -

Stipend (All-Inclusive)	10,000 INR (Per Month) + Certificate upon tenure completion from DSEU
Tenure Duration & Type	Contractual for 3 months as per DSEU Employment Rules.
Working Days	Monday to Friday from DSEU HQ, Sec-9, Dwarka, New Delhi
Working Hours	9:30 am- 6:00 pm

Important –

- Interns will be expected to attend office regularly, as per the guidelines issued by DSEU, GNCT of Delhi.
- 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**
- **If the candidate backs out before the first month, they shall not be eligible for a stipend and certificate.**

Last Date of Application: 14th February 2022 by 9 am

Application Form: <https://forms.gle/CtrWbrd6Kwmvp2he8>