



**DAAD Regional Office in New Delhi invites
applications for an
Internship – Scholarship Programmes (40 hrs per week)**

About DAAD

The Deutscher Akademischer Austauschdienst (DAAD) or German Academic Exchange Service is a non-profit organization of German higher education institutions and their student bodies. It awards scholarships, supports the internationalization of German universities, promotes German studies abroad, and provides policy advice on education and development. The DAAD Regional Office in New Delhi oversees activities in India, Bangladesh, Bhutan, Nepal, and Sri Lanka.

Duties and responsibilities of the intern:

Support to

- Process the scholarship applications,
- Organize the selection committee meeting onsite and online,
- Technical assistance for online sessions and interviews,
- Maintain and updating databases,
- Desk research,
- Event organisation,
- Additional tasks as may be required.

Knowledge, skills, and abilities:

- Minimum qualification: Bachelor's degree (awarded on/after 2022, distance degrees are not accepted),
- MS Office skills (Outlook, Word, Excel, and PowerPoint),
- German language skills (B1 or above) preferred. Excellent written and verbal communication skills in English (C1),
- High organisational skills.

Duration of the internship:

- 15.09.2024 to 31.03.2025
- Full-time position, 40 hrs. per week

Workstation:

DAAD Office on 3rd Floor, DLTA, 1 Africa Avenue, New Delhi 110029

Note:

This is a paid internship without stay and travel allowance.

Application:**Apply online on:**

<https://www.daad.de/surveys/982112?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:

1. CV (Maximum 2 pages)
2. Motivation letter
3. German language certificate
4. Academic degree certificates
5. Any other documents (that may be relevant)

Application Deadline: 11.08.2024

Candidates who have applied earlier, are excluded from the application process.

Only shortlisted candidates will be contacted for an interview.

Interviews are planned on 20.08.2024