



INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

"Training House", B-23, Qutab Institutional Area, New Delhi-110016

Phones : +91 11 49077807, 26857157

Email : info@istd.in, Website : www.istd.in

Requirement for Interns

Background

ISTD is looking for 2 interns, who are presently in their 2nd Semester of MBA and would be passing out in 2024. Candidates in the vicinity of ISTD would be preferred during selection process.

Job Description

Interns would be a part of ISTD's mission critical project -STRIDE- Strategic Transformation, Re-engineering & Implementation of Digital Enterprise. Key activities required from an Intern's end would be:

1. Carrying out As-Is Analysis of existing processes at ISTD National Head Quarter Office at Delhi.
2. Designing Survey questionnaire to be filled by various stakeholders to understand their expectations and present system awareness.
3. Conducting interviews with various employees and stakeholders to understand existing processes.
4. Analyzing the filled survey form through various statistical tools and processes.
5. Comparing the As-Is processes with To-Be/Target Processes.
6. Working on drafting Operational SOP's for various processes and systems.
7. Preparing final Process Documents.



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Skill Requirement

1. Excellent Interpersonal Skills.
2. Command on Excel, Word & Power Point.
3. Analytical Skills and comfortable with Statistical Efficiency.
4. Team Player and able to make a point in small and large groups.
5. Consulting approach.
6. Solution Orientation.

Duration:

- ✓ Part-Time: Half Day as per mutual convenience from 13-Feb till 31-Mar-2023.
- ✓ Full-Time: Full day from 01-Apr-30-June-2023.

Stipend:

- ✓ During Part-Time Period: INR 7000 Per Month.
- ✓ During Full-Time Period: INR 13500 Per Month.
- ✓

Selection Process

1. All interested candidates to fill the google form at the following location.
<https://tinyurl.com/strideintern>
2. ISTD would shortlist the candidates for next stage based upon the submitted applications.
3. Shortlisted candidates to be called for a GD & Interview to be conducted on the same day at ISTD NHQ, New Delhi.



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Important Dates

- ✓ Application Link Opened till – 04-Feb-2023.
- ✓ Shortlisted Candidate list to be shared by-05-Feb-2023.
- ✓ Mock GD-PI to be conducted on 6-7-Feb-2023.
- ✓ Result to be declared: 10-Feb-2023.
- ✓ Work Commencement: 13-Feb-2023