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आज़ादी का
अमृत महोत्सव

MAHARAJA AGRASEN COLLEGE

UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE, DELHI-110096



Internship Opportunity under MACJOBS

The college lays special emphasis on skill development and personality development through specific programmes. MACJOBS is a special initiative by the college to engage students as Interns/short term jobs in the college so that they gain valuable experience and sharpen their skills. The college provides honorarium as a token of appreciation along with a certificate on the completion of assigned work.

Applications are invited in the prescribed form for the engagement of Interns under MACJOB Scheme for a period three months which is extendable for further period depending upon the performance of the selected candidates.

No.	Name of Position	No. of positions	Duration	Stipend
1.	Intern-Trainee	07 (Full Time) 9:00 A.M. to 5:30 P.M.	Three to Six months	Rs. 5250/- (fixed per month)

Qualifications and Skill required:

The students of UG courses of NCWEB / Maharaja Agrasen College may apply. Applicants should possess a good communication skills and Proficiency in MS Office and MS Excel is essential. The ideal candidate should have keen willingness to learn.

Selection Process:

Only shortlisted candidates will be invited for Interview. The College has all discretionary powers to appoint Interns as suitable to it.

Note:

1. The internship is neither a job nor any such assurance for a job
2. Candidates are required to send application in prescribed format available on college website to via email". macjobsinterns@mac.du.ac.in on or before **20th July 2025**
3. Maharaja Agrasen College reserves the right to make changes in the internship program or the selection process as deemed fit.



Sivamini
Principal



APPLICATION FORM FOR INTERNSHIP (Part time)

Paste your
recent
passport size
photograph

1. Name of the applicant :
2. Father's/Mother's Name :
3. Date of Birth (DD/MM/YYYY) :
4. Category (Gen/SC/ST/OBC/PwD) :
5. Identity Proof Details :
6. Address for communication :
.....
State: Pin Code:
7. E-Mail ID : Telephone/Mobile No. :
8. Educational Qualification:

S.No.	Exams Passed	Board / University	Year	Division	Percentage (%)	Subject

Attendance Secured in the last Semester :

(Please attach attested photo copies of the testimonials)

9. Typing Speed (wpm) : English..... Hindi.....
10. Languages Known :
11. Any other relevant information(if any):
12. Have you ever been imposed any Penalty:
(If yes please give details) :
13. Any other relevant information
Which you would like to mention
in support of your suitability for
the post applied for
Experience if any _____

- 14 Explain in 250 words in both English and Hindi, how you fulfil the eligibility criteria and how you are the best suited candidate for the post applied for? (Please use separate sheet for this as Annexure1 for Hindi and Annexure – 2 for English).
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15 **DECLARATION:**

- (i) I have understood the important points placed above and declare that the statements made in the Application Form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my Candidature may be cancelled at any stage.
- (ii) I also declare that I bear a good moral character.

Signature of the applicant)

Notes :

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the college after last date.
4. The college will not be responsible for the postal delays due to strike etc outside the control of the college.
5. Incase a large number of applications are received for the post, the college reserves the right to call only selected candidates for Interview.
6. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
7. No. T.A/D.A will be paid for attending interview.
9. Attach additional sheets, if necessary