



दूरस्थ एवं सतत शिक्षा विभाग
Department of Distance and Continuing Education
मुक्त शिक्षा विद्यालय / School of Open Learning
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Dated 12.10.2026

INTERNSHIP OPPORTUNITY

Office & Technical Intern

School of Open Learning (SOL), University of Delhi invites applications from dynamic and motivated undergraduate students for an exciting opportunity to work as an **Office & Technical Intern**.

Eligibility:

- **III-year undergraduate students of SOL / Post Graduate student of SOL***
- * Under special circumstances highly motivated and tech. savy intern of other institute of Delhi university may be considered.
- Technically proficient and comfortable working with computers (MS Excel, MS Word and record keeping)
- Willing to learn and take up diverse assignments.

What Will You Do?

Key areas may include:

- Computer and technical support
- Preparation and management of reports/documents
- Routine office and administrative work assigned to him/her.
- Support for technology-based projects and initiatives
- Other tasks assigned as per office requirements.

No. of Positions	Remuneration	Working Hours
13	₹11,000/- per month	9:30 AM – 5:30 PM Full-Time Internship

Interns will work with the faculties of different departments to assist in work.

This internship provides an opportunity to gain hands-on experience in digital tools, office management and real-world professional workflows while working in an academic environment.

Selection

Candidate Selection & Shortlisting Criteria

Shortlisting

Initial screening and shortlisting of the candidates will be based on a comprehensive review of their CV, considering their academic background, technical skills, English language proficiency, and overall suitability for the role.

Final Selection

Only shortlisted candidates will be invited to participate in the interview process. The final selection will be based strictly on the candidate's performance during the interview.

APPLY NOW

Last Date for Application: 25 October 2026

Interested and eligible students may submit their details on the following link:

<https://forms.gle/CzvcGfRLNU8JcgzMA>

[Click Here...](#)

May
Principal