



Internship Opportunity: Contribute to India's Knowledge Heritage

Join the Sacred Mission at Nigamakalpataru Gurukulam

Nigamakalpataru Gurukulam is an educational and cultural institution dedicated to preserving, promoting, and disseminating India's timeless knowledge traditions. Through structured learning, research, and outreach, we strive to bridge ancient wisdom with the modern world. We are seeking a sincere and motivated individual to support our daily operations and help us expand our reach.

Step into a role that combines professional growth with a deep sense of purpose.

Position

Position: Program Management & Operations Intern

Location: Nagpur, Maharashtra

Duration: 3 Months

Mode: Part-time (4–5 hours per day)

Stipend: ₹7,000–₹8,000 per month (depending on skills and performance)

About the Internship

This internship offers practical exposure to the day-to-day management of an educational institution. Interns will work closely with the core team and actively participate in planning, administration, communication, marketing, and outreach initiatives.

This is an opportunity to learn how a mission-driven educational organisation operates while developing professional skills that are valuable across industries.

Key Responsibilities

Your role will be pivotal in ensuring the smooth functioning of our programs and connecting with our community. Core responsibilities include:

- Managing admissions and responding to student enquiries.
 - Coordinating online and offline educational programs.
 - Maintaining student records and administrative documentation.
 - Communicating with students, faculty, and stakeholders through phone, email, and WhatsApp.
 - Creating promotional content for social media platforms.
 - Designing posters, brochures, and digital creatives using Canva or similar tools.
 - Assisting in planning workshops, seminars, and cultural events.
 - Supporting community outreach and institutional collaborations.
 - Maintaining databases and preparing reports.
 - Assisting with donor communication and organisational documentation.
 - Contributing ideas to improve operational efficiency and public engagement.
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Eligibility

Applications are welcome from:

- MBA Students
- BBA Students
- B.Com Students
- Graduates interested in Management or Administration
- Marketing and Digital Marketing students
- Mass Communication and Journalism students
- Any motivated candidate with excellent organisational and communication skills

Fresh graduates are also encouraged to apply.

Preferred Skills

We are looking for individuals who possess:

- Good written and verbal communication skills
 - Strong organisational abilities
 - Basic knowledge of Microsoft Office or Google Workspace
 - Familiarity with Canva or similar design tools
 - Interest in digital marketing and social media
 - Positive attitude and willingness to learn
 - Ability to work independently as well as within a team
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What You Will Receive

- Monthly stipend
 - Internship Completion Certificate
 - Letter of Recommendation (for outstanding performance)
 - Hands-on experience on real projects
 - Mentorship from experienced professionals
 - Opportunity to be considered for future employment with Nigamakalpataru Gurukulam based on performance and organisational requirements
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Why Join Us?

At Nigamakalpataru Gurukulam, you are joining a mission-driven, startup-style institution dedicated to preserving India's rich knowledge heritage through global online education. Beyond standard tasks, this internship offers the unique opportunity to help build an institution that bridges ancient wisdom with contemporary global needs. Join us to develop versatile professional skills while contributing to a movement that aims to fundamentally change the education system and create meaningful, lasting impact worldwide.

How to Apply

Interested candidates should email their resume and a 150–250 word statement of interest to nkgurukulam@gmail.com with the subject line: **"Application for Program Management & Operations Internship"**.

We encourage all passionate individuals to visit our website at www.nkgurukulam.com for more details about our institution and mission.
