

Advertisement for the Position of 'Intern (Digital and Media Administration)'

1. Applications are invited for the position of Intern (Digital and Media Administration) (on contract) at IIT Ropar, Defence Research and Innovation Foundation (DRIF) to assist the DRIF office with routine office tasks.

2. Qualifications & Desired Skills :-

- (a) B.Tech/B.Sc./BCA in Computer Science, Information Technology, Computer Applications or a related discipline.
- (b) Good working knowledge of computers, MS Office, digital documentation and routine office administration.
- (c) Practical knowledge of office digitisation, scanning, indexing, archiving and digital record management.
- (d) Good knowledge of website design, content management, updation and maintenance.
- (e) Ability to manage and update DRIF website, LinkedIn page and other social media platforms, including preparation and uploading of relevant content.
- (f) Knowledge of HTML, CSS, JavaScript, Python or other web technologies will be an advantage.
- (g) Basic knowledge of graphic design and preparation of digital creatives, posters, banners and presentations.
- (h) Basic understanding of computer hardware, networking and troubleshooting will be an added advantage.
- (j) Candidates with practical/project experience in web development, digital administration, social media management or IT support will be preferred.
- (h) Good communication skills, attention to detail and ability to work independently.

Age limit: Up to 25 years, preferred

Emoluments: *To be discussed with the applicant.*

Job Duration: Initially 3 months probation, renewable based on performance.

Application Process: [Email your detailed CV to ceodrif@iitrpr.ac.in](mailto:ceodrif@iitrpr.ac.in) with subject as "Application for the position of Intern (Digital and Media Administration)" on or before **20 Aug 2026**. In-person interaction will be conducted if the candidate's CV is selected for further evaluation.

Note: Only short-listed candidates shall be called for the further recruitment process. The decision of the management for the short listing and selection will be final.