

About CGSSC

The Capital Goods & Strategic Skill Council (CGSSC) is an autonomous, not-for-profit organization established under the Societies Registration Act, 1860. Promoted by the Federation of Indian Chambers of Commerce and Industry (FICCI) and the Ministry of Heavy Industries (MHI), Government of India, CGSSC aims to bridge the skill gap in the capital goods sector by creating a vibrant ecosystem for quality training and skill development.

Role Overview

As an HR & Administration Intern at CGSSC, you will gain hands-on experience in human resources and administrative functions. This internship offers an opportunity to understand HR practices and office management within a dynamic organization.

Key Responsibilities

- **Recruitment Support:** Assist with job postings, resume screening, scheduling interviews, and onboarding processes.
- **HR Records Management:** Help maintain and organize personnel files, ensuring all employee records are up-to-date and in compliance with organizational policies.
- **Administrative Tasks:** Support day-to-day administrative operations, including managing office supplies, coordinating meetings, and handling correspondence.
- **Policy Implementation:** Assist in communicating company policies and procedures to employees and ensure adherence.
- **Employee Engagement:** Participate in organizing employee engagement activities and events.
- **Data Entry and Reporting:** Update HR databases and assist in preparing reports related to HR metrics.

Desired Skills & Qualifications

- **Educational Background:** Pursuing or recently completed a Bachelor's degree in Human Resources, Business Administration, or a related field.
- **Technical Proficiency:** Familiarity with MS Office Suite (Word, Excel, PowerPoint).
- **Communication Skills:** Strong verbal and written communication abilities.
- **Organizational Skills:** Excellent attention to detail and the ability to manage multiple tasks simultaneously.
- **Interpersonal Skills:** Ability to work collaboratively in a team environment.

Internship Details

- **Duration:** 6 months
- **Stipend:** As per organizational norms
- **Work Hours:** Full-time, Monday to Friday

Work Location

Capital Goods & Strategic Skill Council

39, 1st Floor, Samyak Tower, Pusa Road, Block 9A, WEA Karol Bagh, New Delhi 110005
(Nearest Metro Station: Karol Bagh, Exit from Gate No. 2)

How to Apply

Interested candidates can apply send their resume and cover letter to info@cgssc.org.