



# NATIONAL CAREER SKILLS INTERNSHIP PROGRAM 2026

## HR, ADMINISTRATION AND OFFICE MANAGEMENT INTERNSHIP

Organised by:

**Scout and Guide Trust**

**Under Saksham Bharat Yuva Abhiyan**

**Duration: 1 March 2026- 1 April 2026**





# OUR TRUST



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# ABOUT THE ORGANISATION

Scout and Guide Trust is a national organization working in youth development, education, skill training, and community initiatives under Saksham Bharat Yuva Abhiyan.

The organization provides practical training, internships, and real work exposure to students to help them build careers and professional skills.



**BRINGING IDEAS TO LIFE  
AND FOSTERING  
INNOVATION THROUGH  
TECHNOLOGY.**

# ABOUT THE INTERNSHIP

This internship provides practical exposure to:

- HR coordination
- Documentation
- Communication skills
- Office management basics
- Interns will work on real administrative and coordination tasks.





# WHY HR AND ADMINISTRATION

Every organization needs HR and administrative professionals.

Benefits:

- Career in HR
- Career in administration
- Office management experience
- Communication skills

## PROGRAM STRUCTURE

- Daily 4 hours internship
- Practical Assignments
- Weekly review
- Project-based learning
- Photo Suggestions:
- Online Teamwork



## TASKS DURING INTERNSHIP

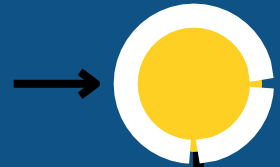
Interns will learn and work on:

- Data collection and entry
- Email drafting
- Documentation work
- Coordination tasks
- Basic reporting

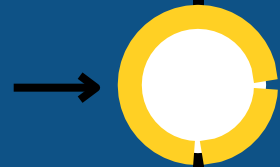


# SKILLS YOU WILL LEARN

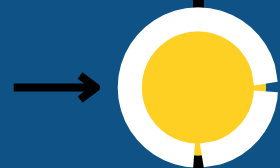
**Professional Communication**



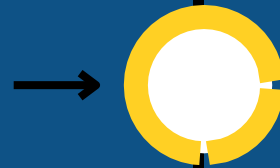
**Documentation**



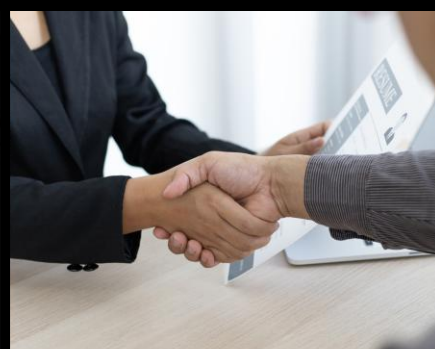
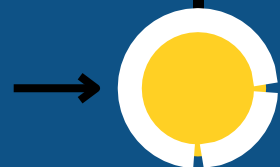
**Email Writing**



**Coordination Skills**



**Time Management**





# INTERNSHIP STRUCTURE

Internship Completion Certificate

Project Experience Certificate

Letter of Recommendation  
for Top Performers

Resume value improvement

Real Project Exposure

## Certificate of Completion

Career Counseling Department

This is to certify that

Erisa Kostinaj

has actively contributed a total of 20 volunteer service hours during the 2024-2025 school year, organized by the Career Counseling Department at the International School of Prishtina. This engagement reflects a commitment to organizing local and national competitions such as IQ challenge and Math Olympiad Competition, as well as the promotion of school values through projects and events.

Principal  
Alatay



Senad Arifi

# ELIGIBILITY

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Students pursuing or completed:

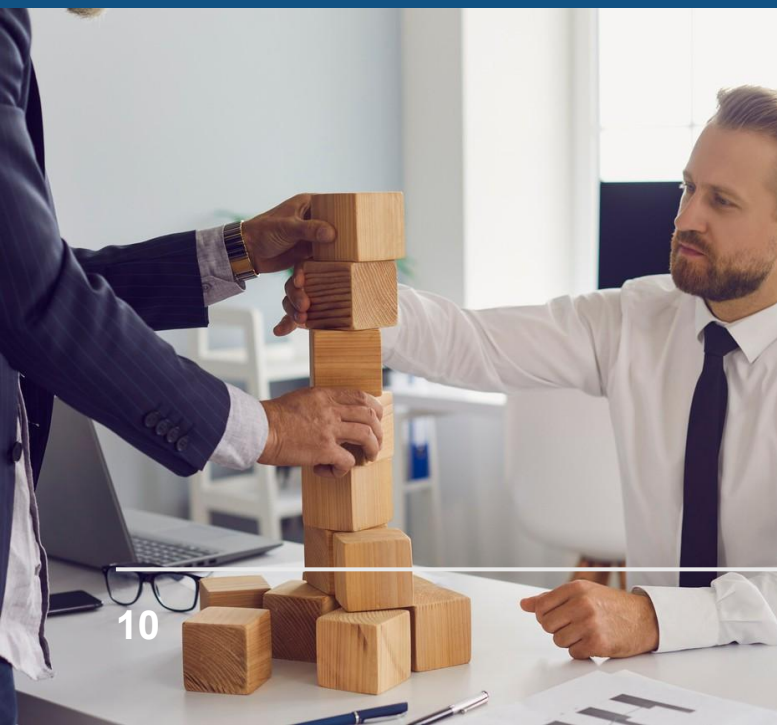
- BA
- BBA
- B.COM
- MBA
- Any Graduade
- Any Fresher



## INTERNSHIP DETAILS

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- Start Date: 1 March 2026
- End Date: 1 April 2026
- Timing: Evening Batch
- Mode: Online



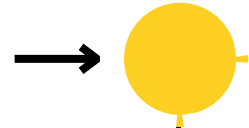
## FEE STRUCTURE

Registration Fee: ₹1000

Non-refundable

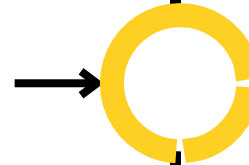
Fee covers:

- Training guidance
- Project support
- Certification
- Administrative support
- No stipend provided



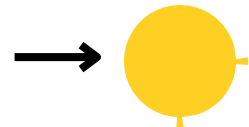
## SELECTION PROCESS

- Submit application
- Screening
- Confirmation
- Onboarding



## CAREER VALUE

- Improves resume
- Builds confidence
- Enhances communication skills
- Provides real project experience





## **HOW TO APPLY**

Send the following details:

- Full Name
- College Name
- Course and Year
- City
- Mobile Number

Last Date to Apply: 26 February 2026






# SCOUT AND GUIDE TRUST

Saksham Bharat Yuva Abhiyan

Building Skills

Developing Youth

Serving Society

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