



বিশ্বভারতী  
বিশ্বভারতী  
Visva-Bharati



সংস্থাপক: রবীন্দ্রনাথ ঠাকুর  
Founder: Rabindranath Tagore

আচার্য: শ্রী নরেন্দ্র মোদী  
ACHARYA (CHANCELLOR)  
SHRI NARENDRA MODI

উপাচার্য: প্রোফেসর বিদ্যুত চক্রবর্তী  
UPACHARYA (VICE-CHANCELLOR)  
PROF. BIDYUT CHAKRABARTY

## NOTICE

### Placement and Internship

Interested students are requested to go through the attached information sheets and advertisements of the eigoPaathshala for necessary information and application process.

**Director, PSNS (Officiating)**  
**Visva-Bharati, Santiniketan**

**Ref. No.:** Dir/PSNS/Notice/eigoPaathshala

**Date:** 07.01.2022

শান্তিনিকেতন, পশ্চিম বঙ্গাল, ভারত-731235  
SANTINIKETAN, WEST BENGAL, INDIA-731235  
Website: [www.visva-bharati.ac.in](http://www.visva-bharati.ac.in)

## Internship Announcement Form

Name of Company	eigoPaathshala
Website	<a href="http://www.eigop.com">www.eigop.com</a>
Industry / Sector	Education
Brief profile of the Company	<p>We are dedicated to bridge the language barrier between Foreigners and Indians. We are a team of young and passionate professionals and our team comprises of Indians, Europeans and Japanese natives.</p> <p>Currently operational in India (Delhi/Gurgaon/Mumbai/Pune/Bangalore/Chennai) and Japan. We primarily teach English and other regional Indian languages to foreigners. At present we take classes with foreigners throughout India and Japan.</p>

### Contact Details

Contact Person	Ms. Jayshree
Telephone No.(Direct)/Mobile	9511262844
E-mail ID	hr@eigop.in

### Internship Details

Internship offered	<b>Digital Marketing</b>
Roles and Responsibilities	<ol style="list-style-type: none"> <li>1. Planning, executing and managing marketing activities for product including social media marketing, digital marketing.</li> <li>2. Designing, building and maintaining company presence in the digital space</li> <li>3. Measuring and reporting performance of all digital marketing campaigns, and assessing against goals</li> <li>4. Identifying trends and insights brainstorming new and creative growth strategies</li> <li>5. Learning to become highly creative with experience in identifying target audiences and devising digital campaigns that engage, inform and motivate</li> </ol>
Type of internship	Unpaid with perks & benefits
Perks & benefits	<ol style="list-style-type: none"> <li>1. Work from home.</li> <li>2. Flexible working hours. No clash to college classes.</li> </ol>

	3. One month leave for exams. 4. Internship certificate on successful completion. 5. Recommendation letter for top performers. 6. Japanese language course on Company's cost for good performers.
No. of vacancies (approx. range)	7
Duration	6 months
Qualification looking for (UGs/PGs etc.)	UGs/PGs
Discipline looking for (Arts/Science/Commerce etc.)	Any stream
Eligibility Criteria (Marks %, Special skills, etc.)	Interest in marketing. Certification course or experience in social media marketing is preferred
Medical Requirements if any	Should be medically fit

### Selection Procedure

Shortlist from Resumes and introduction video: (Yes/No)	Yes
Personal/HR/Technical Interviews: (Yes/No)	Yes
No. of rounds (If pre-decided else approx.):	2-3

## Internship Announcement Form

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Industry / Sector	Education
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### Contact Details

Contact Person	Ms. Jayshree
Telephone No.(Direct)/Mobile	8802557755
E-mail ID	hr@eigop.in

### Internship Details

Internship offered	<b><u>English Teacher</u></b>
Roles and Responsibilities	<ol style="list-style-type: none"> <li>1. Planning, preparing and delivering lessons</li> <li>2. Preparing teaching materials</li> <li>3. Researching and devising entertaining, creative and productive lessons for students</li> <li>4. Maintaining class work records and timesheets.</li> <li>5. Recognize variations in student backgrounds, abilities, and learning styles</li> <li>6. Designing lesson plans and curriculum.</li> <li>7. Presentations on any given topic and contribution towards making the classes lively and enjoyable for students</li> </ol>
Perks & benefits	<ol style="list-style-type: none"> <li>1. Work from home.</li> <li>2. Flexible working hours. No clash to college classes.</li> <li>3. One month leave for exams.</li> <li>4. Internship certificate on successful completion.</li> <li>5. Recommendation letter for top performers.</li> <li>6. Japanese language course on Company's cost for good performers.</li> </ol>

Type of internship	Unpaid with perks & benefits
No. of vacancies (approx. range)	7
Duration	6 months
Qualification looking for (UGs/PGs etc.)	UGs/PGs
Discipline looking for (Arts/Science/Commerce etc.)	Any stream
Eligibility Criteria (Marks %, Special skills, etc.)	-Pursuing bachelor's or master's degree, preferably in English (linguistics/literature) -Excellent spoken and written English language skills -Outstanding personal and interpersonal communication skills
Medical Requirements if any	Should be medically fit

### Selection Procedure

Shortlist from Resumes and introduction video: (Yes/No)	Yes
Personal/HR/Technical Interviews: (Yes/No)	Yes
No. of rounds (If pre-decided else approx.):	2-3



## Job Announcement Form

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Industry / Sector	Education
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### Contact Details

Head of HR	Miss Riya
Contact number (LL-Direct)/Mobile	8802557755
Email ID	hr@eigop.com
Point of contact for applicant	Ms. Jayshree
Telephone no. (LL-Direct)/Mobile	9511262844
E-mail ID	hr@eigop.in
Office Address	World Trade Centre, 22nd floor, Bangalore 560055

### JobDetails

Job Designation/Post Offered	<u>English Teacher</u>
Job Description	<p>Planning, preparing and delivering lessons.</p> <p>Preparing teaching materials and making power point presentations.</p> <p>Researching and devising entertaining, creative and productive lessons for students Participating in staff meetings and training programs.</p> <p>Maintaining class work records and timesheets.</p> <p>Imparting English knowledge to clients.</p> <p>Recognize variations in student backgrounds, abilities, and learning styles.</p>

	Designing lesson plans and curriculum. Innovate and lead change for existing processes. Other tasks as assigned from time to time.
No. of vacancies (approx. range)	7
Place of posting	Job - Flexible (Metropolitan city within India)
Will this be full-time or part-time?	Full time
Will this be work from remote location?	No
Office Timings	Shift (10 hours shift with 2 hours break time) will be between time window 7am to 10pm. No night shifts.
Qualification looking for (UGs/PGs etc.)	UGs/PGs
Discipline looking for (Arts/Science/Commerce etc.)	Any stream (preference as mentioned in eligibility criteria). Science and Commerce students with good English skills can also apply
Eligibility Criteria (Marks %, Special skills, etc.)	-Bachelor's or master's degree, preferably in English (linguistics/literature) -Excellent spoken and written English language skills - Outstanding personal and interpersonal communication skills
Bond or Service Contract: (Yes/No) (If Yes, give details)	Yes, for one year.
Medical Requirements if any	Should be medically fit

#### Salary Details

CTC (Cost to Company) PA	Job – 4 Lacs + (based on education qualifications and experience) First 6 months will be internship with stipend upto Rs. 25,000 (minimum Rs. 15,000). Job CTC starts post internship completion.
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#### Selection Procedure

Shortlist from Resumes and introduction video: (Yes/No)	Yes
Personal/HR/Technical Interviews: (Yes/No)	Yes
No. of rounds (If pre-decided else approx.):	3

## Internship Announcement Form

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Industry / Sector	Education
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### Contact Details

Contact Person	Ms. Jayshree
Telephone No.(Direct)/Mobile	9511262844
E-mail ID	hr@eigop.in

### Internship Details

Internship offered	<b><u>Finance</u></b>
Roles and Responsibilities	<ol style="list-style-type: none"> <li>1. Finance &amp; Accounting including invoicing, reconciliations, reporting, forecasting, MIS, Analysis, Query handling, etc.</li> <li>2. Prepare documents or write-ups on finance &amp; accounting and taxation.</li> <li>3. Analysis of equity and presentation on them.</li> <li>4. Other tasks as assigned from time to time</li> </ol>
Type of internship	Unpaid with perks & benefits
Perks & benefits	<ol style="list-style-type: none"> <li>1. Work from home.</li> <li>2. Flexible working hours. No clash to college classes.</li> <li>3. One month leave for exams.</li> <li>4. Internship certificate on successful completion.</li> <li>5. Recommendation letter for top performers.</li> <li>6. Japanese language course on Company's cost for good performers.</li> </ol>



No. of vacancies (approx. range)	7
Duration	12 months
Qualification looking for (UGs/PGs etc.)	UGs/PGs
Discipline looking for (Arts/Science/Commerce etc.)	Commerce
Eligibility Criteria (Marks %, Special skills, etc.)	Interest in finance research. Certification course or experience in finance is preferred
Medical Requirements if any	Should be medically fit

### Selection Procedure

Shortlist from Resumes and introduction video: (Yes/No)	Yes
Personal/HR/Technical Interviews: (Yes/No)	Yes
No. of rounds (If pre-decided else approx.):	2-3

## Job Announcement Form

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Industry / Sector	Education
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### Contact Details

Head of HR	Miss Riya
Contact number (LL-Direct)/Mobile	8802557755
Email ID	hr@eigop.com
Company SPOC	Ms. Jayshree
Telephone no. (LL-Direct)/Mobile	9511262844
E-mail ID	hr@eigop.in
Fax Number	
Office Address	World Trade Centre, 22nd floor, Bangalore 560055

### JobDetails

Job Designation/Post Offered	<u>Hindi Teacher</u>
Job Description	<ol style="list-style-type: none"> <li>1. Planning, preparing and delivering lessons. Should be able to teach Hindi to complete beginners.</li> <li>2. Preparing teaching materials.</li> <li>3. Researching and devising entertaining, creative and productive lessons for students.</li> <li>4. Maintaining class work records and timesheets.</li> <li>5. Recognize variations in student backgrounds, abilities, and learning styles.</li> <li>6. Designing lesson plans and curriculum.</li> </ol>

	7. Presentations on any given topic and contribution towards making the classes lively and enjoyable for students.
No. of vacancies (approx. range)	7
Place of posting	Job - Flexible (Metropolitan city within India)
Will this be full-time or part-time?	Full time
Will this be work from remote location?	No
Office Timings	Shift (10 hours shift with 2 hours break time) will be between time window 7am to 10pm. No night shifts.
Qualification looking for (UGs/PGs etc.)	UGs/PGs
Discipline looking for (Arts/Science/Commerce etc.)	Any stream (preference as mentioned in eligibility criteria). Science and Commerce students with good Hindi speaking skills can also apply
Eligibility Criteria (Marks %, Special skills, etc.)	-Bachelor's or master's degree, preferably in Hindi (linguistics/literature) -Excellent spoken and written Hindi language skills - Outstanding personal and interpersonal communication skills
Bond or Service Contract: (Yes/No) (If Yes, give details)	Yes, for one year.
Medical Requirements if any	Should be medically fit

#### Salary Details

CTC (Cost to Company) PA	Job – 2.5-3.5 Lacs + (based on education qualifications and experience) First 6 months will be internship with stipend upto Rs. 20,000 (minimum Rs. 15,000). Job CTC starts post internship completion.
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#### Selection Procedure

Shortlist from Resumes: (Yes/No)	Yes
Personal/HR/Technical Interviews: (Yes/No)	Yes
No. of rounds (If pre-decided else approx.):	3

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### Contact Details

Contact Person	Ms. Jayshree
Telephone No.(Direct)/Mobile	9511262844
E-mail ID	hr@eigop.in

### Internship Details

Internship offered	<b><u>Hindi Teaching Intern</u></b>
Roles and Responsibilities	<ol style="list-style-type: none"> <li>1. Planning, preparing and delivering lessons. Should be able to teach Hindi to complete beginners.</li> <li>2. Preparing teaching materials</li> <li>3. Researching and devising entertaining, creative and productive lessons for students</li> <li>4. Maintaining class work records and timesheets.</li> <li>5. Recognize variations in student backgrounds, abilities, and learning styles</li> <li>6. Designing lesson plans and curriculum.</li> <li>7. Presentations on any given topic and contribution towards making the classes lively and enjoyable for students</li> </ol>
Type of internship	Unpaid with perks & benefits
Perks & benefits	<ol style="list-style-type: none"> <li>1. Work from home.</li> <li>2. Flexible working hours. No clash to college classes.</li> <li>3. One month leave for exams.</li> </ol>

	4. Internship certificate on successful completion. 5. Recommendation letter for top performers. 6. Japanese language course on Company's cost for good performers.
No. of vacancies (approx. range)	7
Duration	6 months
Qualification looking for (UGs/PGs etc.)	UGs/PGs
Discipline looking for (Arts/Science/Commerce etc.)	Any stream
Eligibility Criteria (Marks %, Special skills, etc.)	-Pursuing bachelor's or master's degree, preferably in Hindi (linguistics/literature) -Excellent spoken and written Hindi language skills - Outstanding personal and interpersonal communication skills
Medical Requirements if any	Should be medically fit

### Selection Procedure

Shortlist from Resumes and introduction video: (Yes/No)	Yes
Personal/HR/Technical Interviews: (Yes/No)	Yes
No. of rounds (If pre-decided else approx.):	2-3



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### Contact Details

Contact Person	Ms. Jayshree
Telephone No.(Direct)/Mobile	9511262844
E-mail ID	hr@eigop.in

### Internship Details

Internship offered	Human Resources (HR)
Roles and Responsibilities	<ol style="list-style-type: none"> <li>1. Draw a strategy for hiring</li> <li>2. Optimize the use of various portals and models</li> <li>3. Execute the recruitment strategies</li> <li>4. Build our brand</li> <li>5. Build and leverage relationships and our brand with various institutes, job fairs, etc.</li> <li>6. Source profiles and interview them to shortlist</li> <li>7. Completely involve from start to end of the hiring process and leading it from front</li> <li>8. Maintain proper daily documentation and reports</li> </ol>
Type of internship	Unpaid with perks & benefits
Perks & benefits	<ol style="list-style-type: none"> <li>1. Work from home.</li> <li>2. Flexible working hours. No clash to college classes.</li> <li>3. One month leave for exams.</li> <li>4. Internship certificate on successful completion.</li> </ol>

	5. Recommendation letter for top performers. 6. Japanese language course on Company's cost for good performers.
No. of vacancies (approx. range)	7
Duration	6 months
Qualification looking for (UGs/PGs etc.)	UGs/PGs
Discipline looking for (Arts/Science/Commerce etc.)	Any stream
Eligibility Criteria (Marks %, Special skills, etc.)	Interest in HR. Certification course or experience in HR is preferred
Medical Requirements if any	Should be medically fit

### Selection Procedure

Shortlist from Resumes and introduction video: (Yes/No)	Yes
Personal/HR/Technical Interviews: (Yes/No)	Yes
No. of rounds (If pre-decided else approx.):	2-3

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### Contact Details

Contact Person	Ms. Jayshree
Telephone No.(Direct)/Mobile	9511262844
E-mail ID	hr@eigop.in

### Internship Details

Internship offered	<b><u>Software Development</u></b>
Roles and Responsibilities	<ol style="list-style-type: none"> <li>1. Helping build or find an application, software (web, mobile versions) to manage operations.</li> <li>2. Managing tasks assigned from time to time including small aspects like google forms, website, making coding teaching course etc.</li> <li>3. Helping robotize and automate processes</li> <li>4. Focusing on lean processes without manual intervention</li> </ol>
Type of internship	Unpaid with perks & benefits
Perks & benefits	<ol style="list-style-type: none"> <li>1. Work from home.</li> <li>2. Flexible working hours. No clash to college classes.</li> <li>3. One month leave for exams.</li> <li>4. Internship certificate on successful completion.</li> <li>5. Recommendation letter for top performers.</li> <li>6. Japanese language course on Company's cost for good performers.</li> </ol>

No. of vacancies (approx. range)	7
Duration	6 months
Qualification (UGs/PGs etc.)	UGs/PGs
Discipline looking for (Arts/Science/Commerce etc.)	IT
Eligibility Criteria (Marks %, Special skills, etc.)	Certification course in coding or experience in coding is preferred
Medical Requirements if any	Should be medically fit

### Selection Procedure

Shortlist from Resumes and introduction video: (Yes/No)	Yes
Personal/HR/Technical Interviews: (Yes/No)	Yes
No. of rounds (If pre-decided else approx.):	2-3