



Ref: SXCJ/ACAD/TIPC/INTERNSHIP/2025-26/4068

Date: 03/07/2026

### HR Admin Intern Opportunity

This is to inform all students of BBA & B.com regarding an internship opportunity with **Concretion**. All eligible students interested in building a career in Human Resources and Administration.

**Position:** HR Admin Intern

#### Eligibility

- Freshers or candidates with 0–6 months of experience (vBBA/B.com)
- Good communication and organizational skills
- Willing to work from Jaipur
- Interested in pursuing a career in HR & Administration

#### Job Details

- Location: Jaipur, Malviya Nagar
- Stipend: ₹10,000 per month during the 2-month training period
- Post-Training CTC: ₹3.0 – ₹3.5 LPA (based on performance)
- Working Days: Monday to Saturday

#### Terms & Conditions

- 2-year Service Agreement is mandatory.
- Candidates will be required to submit a collateral/security document (e.g., cheque) during the onboarding process as per the company's policy.

#### How to Apply

Interested and eligible students are requested to submit their updated resumes to the Training & Placement Cell at the earliest. And apply here:- <https://forms.gle/p8Ba2r7XgMiM74bMA>

**Last date to apply - 06 July 2026**

#### For further details, kindly contact:

Dr. Happy Agrawal, Coordinator, TIPC [tipc@sxjcpr.edu.in](mailto:tipc@sxjcpr.edu.in)

Ms. Sonali Dubey, TPO, TIPC [tipc@sxjcpr.edu.in](mailto:tipc@sxjcpr.edu.in)

Principal

St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur

Ref: SXCJ/ACAD/TIPC/INTERNSHIP/2025-26/ 4069-4073

#### Copy forwarded to the following for information and necessary action:

1. Vice-Principal, St. Xavier's College Jaipur
2. Coordinator, TIPC, St. Xavier's College Jaipur
3. Heads of all Departments, St. Xavier's College Jaipur
4. Coordinator, Website Committee, St. Xavier's College Jaipur
5. Principal Office, St. Xavier's College Jaipur