

At **CreatiVerse**, we're not just a company; we're a collective of passionate individuals united by a common vision. We believe that the strength of our team is the driving force behind our success. That's why we're on the lookout for like-minded individuals who share our passion for solving the challenges we're tackling.

Based out of Chennai & Trichy, **CreatiVerse** is at the forefront of revolutionizing the research development and publishing industries. Our goal is to give authors, researchers, and artists the resources and assistance they require to successfully safeguard, present, and distribute their ideas.

What sets **CreatiVerse** apart is our commitment to innovation and excellence. We pride ourselves on our team of experts who bring a wealth of experience and knowledge to every project. From our dedicated legal professionals and publishing specialists to our passionate developers and designers, we work tirelessly to deliver top-notch solutions and services that exceed expectations.

We value diversity, inclusion, and collaboration, and we believe that by working together, we can achieve extraordinary things.

Join us at **CreatiVerse** and become part of a movement to unlock the full potential of creativity and innovation. Together, let's build a brighter future where ideas thrive and possibilities abound.

**“A student is not a container you have to  
fill but a torch you have to light up.”**

**- Albert Einstein**



## Eligibility for this Internship:

- ✓ You must have a laptop and a stable Wi-Fi connection.
- ✓ Successful candidates will be required to attend an onboarding session during the first week of the internship.
- ✓ Apply the knowledge gained during training over the next three weeks.
- ✓ Satisfactory performance in assigned tasks is required for internship completion.

## Application Process:

Students are required to complete the Google Form provided below to apply for the internship opportunity.

Google Form: <https://forms.gle/REFw8BFh1jr96Atq6>

- 1. Contact from CreatiVerse Team:** Once the form is submitted, our team will reach out to you via email to further discuss your application and provide additional details about the internship program.
- 2. Payment of Training Fees:** Upon confirmation of your acceptance into the internship program, you will receive an email from our official address, [info@creativerse.co.in](mailto:info@creativerse.co.in), containing instructions on how to proceed with payment of the training fees mentioned in the email.
- 3. Receipt of Offer Letter:** After the payment is successfully completed, you will receive an offer letter from CreatiVerse via email. This letter will include your personal details, as well as the details of the internship start date and end date.



**Note:** Please be aware that all official communications from CreatiVerse, including payment details, will be sent from our official email address, [info@creativerse.co.in](mailto:info@creativerse.co.in). If you receive any emails claiming to be from us but from a different address, please understand that it may be a scam and do not proceed with any payments or actions. Your security and privacy are our utmost priority.

## Our expectations on you:

- Strong research skills, with the ability to gather and analyze data effectively.
- Analytical thinking and problem-solving abilities to contribute to strategic planning and decision-making processes.
- Excellent communication skills, both written and verbal, for effective collaboration and knowledge sharing within the team.
- Adaptability and willingness to learn new concepts and technologies in a dynamic and evolving industry.
- Attention to detail and a commitment to producing accurate and high-quality work to support our company's objectives and initiatives.

## Internship Perks:

- **Learn from Industry Leaders:** Gain valuable insights and knowledge from industry experts in the field of Research and Development, enhancing your understanding and skills in problem solving.
- **Networking Opportunities:** Participate in and network at startup community events, expanding your professional connections and gaining exposure to diverse perspectives and opportunities within the industry.
- **Joining the Startup Journey:** You will have the opportunity to be a part of an early-stage startup and learn about the dynamics of a startup and how a product is developed from an idea to a working model that people love.



## Internship Duration: 4 weeks

The internship at CreatiVerse spans over a period of 4 weeks, comprising of dedicated learning and hands-on experience:

- **1 Week Training:** The first week of the internship is dedicated to comprehensive training led by industry professionals. During this week, interns will receive in-depth insights and guidance on the key aspects of research and development.
- **3 Weeks Internship:** Following the training week, interns will transition into a three-week internship where they will have the opportunity to apply their newly acquired knowledge and skills in real-world projects.

Throughout the four-week duration, interns will receive continuous support, feedback, and guidance to ensure a valuable and enriching experience at CreatiVerse.

## Research and Development Intern (R&D)

**Role Description:** As a Research and Development Intern at CreatiVerse, you will play a pivotal role in our innovative projects and initiatives. This internship offers a dynamic opportunity to delve into the world of research and development. Your responsibilities will include conducting in-depth research, analyzing industry trends, and contributing to the development of new strategies and solutions. Collaborating closely with our experienced team, you will have the chance to apply your critical thinking skills and creativity to drive the advancement of our company's offerings.

## Selected intern's day-to-day responsibilities include:

- **Daily Research:** Engage in daily research activities, including gathering data, analyzing industry trends, and synthesizing information to support ongoing projects and initiatives.
- **Collaborative Communication:** Regularly communicate and collaborate with team members to discuss project updates, share insights, and coordinate tasks effectively.
- **Strategic Planning:** Contribute to the development of strategic plans and initiatives by providing input, participating in brainstorming sessions, and offering creative solutions to challenges.
- **Documentation Management:** Maintain accurate documentation of research findings, project progress, and meeting minutes to ensure transparency and accountability within the team.
- **Industry Knowledge:** Stay updated on industry news, technological advancements, and best practices related to researches, intellectual property and innovation through daily reading and knowledge-sharing sessions with colleagues.
- **Team member:** Give your best to meet the daily average and weekly requirements set by the HR manager. All work and communication must be documented and your daily progress must be strictly updated by the end of day.
- **Brainstorm:** Identifying areas for process improvement and making recommendations to the leadership team.
- **Support and Assistance:** Provide support to team members and assist with tasks and projects as needed to meet business requirements and deadlines.



## The tools you will be using to work are:

MS Word, Google docs, Google forms, Google drive, Canva, and some Ai tools.

## Internship Deliverables at CreatiVerse:

- Internship Offer Letter
- Gain one month of comprehensive training led by industry professionals.
- Develop a solid understanding of the fundamental principles behind crafting a research paper
- Certificates for training
- Certificate for Completion of Internship

## Diversity and Inclusion:

- At CreatiVerse, we value diversity and inclusion as essential components of our internship program.
- We welcome individuals from all backgrounds, experiences, and perspectives to contribute their unique insights and talents to our team.
- We believe that diversity fosters creativity, innovation, and collaboration, driving our success as an organization.
- Through our commitment to diversity and inclusion, we strive to create a supportive and inclusive environment where all interns feel valued, respected, and empowered to thrive.
- Join us in making a positive impact in the dynamic world of research and development.





Internship Opportunities  
March, 2024.

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**“Research is to see what everybody else has seen,  
and to think what nobody else has thought.”**

**- Albert Szent-Gyorgyi**

We are excited to have you join the CreatiVerse team, where there are always fresh chances for development and creativity. Come along on this fascinating journey in the front of sustainable world study and development. Don't hesitate to take the next step towards unlocking your potential and making a lasting impact.

Apply right now, and together, let's take this journey. We are eager to see the amazing things we can achieve as a team!



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