



Xavier Institute of Management and Informatics

An MBA and MCA Division of St. Xavier's College, Jaipur

A Christian Minority Jesuit Institution run by Jaipur Xavier Educational Association

Affiliated to Rajasthan Technical University, Kota & Approved by AICTE, New Delhi

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NOTICE

Internship Opportunity – Founder's Office Intern (Operations & Travel Systems)

This is to inform all MBA students that **Tour Crafts (Toucra Global Travel Solutions Pvt. Ltd.)**, a Jaipur-based travel startup, is inviting applications for the position of **Founder's Office Intern – Operations & Travel Systems**.

Job Details:

Position: Founder's Office Intern – Operations & Travel Systems

Location: Bhamashah Techno Hub, Malviya Nagar, Jaipur

Work Mode: Hybrid (2–3 days/week in office)

Duration: 3–6 Months

Working Hours: 10:00 AM – 7:00 PM (6 days/week, Monday off)

Stipend: ₹9,000 – ₹12,000 per month

PPO: Performance-based PPO opportunity after 2–3 months

About the Role:

The intern will work closely with the Founder's Office to support backend operations, process building, vendor coordination, documentation, and system improvement. This role offers hands-on exposure to startup operations, travel systems, and leadership-level decision making.

Key Learning Areas:

- Operations & system building
- Vendor and destination management
- SOP documentation and automation support
- Real-time travel coordination
- Professional itinerary and quotation preparation

Interested and eligible students are strongly encouraged to apply here:-

<https://forms.gle/jHQjUPp42jLohbJh8>

Last date to apply: - 4th February 2026

For further details contact: Training & Placement Cell:

Sonali Dubey (placement@ximi.ac.in)

Director

Ref: XIMI/ACAD/2026/3391-3393

Copy forwarded to the following for information and necessary action.

1. Director, Office XIMI, Jaipur
2. All Staff, XIMI, Jaipur
3. Website Coordinator, XIMI, Jaipur