



भारतीय प्रौद्योगिकी संस्थान इंदौर
खण्डवा रोड, सिमरोल, इन्दौर - 453 552, भारत
Indian Institute of Technology Indore
Khandwa Road, Simrol, Indore - 453 552, India



IIT
Indore

Date: 10 April 2024

Advertisement for the post of Admin Executive

The **Charak Center for Digital Healthcare** is a center to promote translational research in the domain of digital healthcare for India, established at IIT Indore together with IITI DRISHTI CPS Foundation. The center works in close partnership with researchers, faculty members, healthcare professionals, hospitals, primary health centers, healthcare infrastructure managers, city administrators, startups and other relevant industry partners for problem identification, solution development, field implementation and commercialization of next-generation digital healthcare technologies based on digital twins and cyber-physical systems.

Position: Admin Executive

Required skills:

- Joining and exit formalities of employees
- Preparing reports, document management, Data management
- Inventory purchase and management
- General administrative support
- Drafting note sheets and other admin related documents
- Coordinating with internal and external parties for upkeep of office
- Well versed with MS Office
- Enthusiastic, motivated, and passionate about work
- Professional communication skills and Coordination Skills

Educational Qualification:

- B.SC / 3-year Diploma with preferred relevant experience after graduation.
- Previous working experience in government institutes/IITs preferred.

Compensation: As per industry standards.

Interested candidates may [click here](#) to submit the application.

Only shortlisted candidates will be called for an online/in-person interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirement. This is a rolling advertisement until the specific project requirements are met.