



IITI DRISHTI CPS FOUNDATION
(A Section 8 - Not for Profit Company)

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2025/08

Date: 22 April 2025

IITI DRISHTI CPS Foundation (DRISHTI CPS in short), a Translation Technology Research Park (TTRP) established at IIT Indore under the aegis of National Mission on Interdisciplinary Cyber

Physical Systems (NM-ICPS) is working along the technology vertical of System Simulation, Modelling and Visualization. DRISHTI CPS is committed to fostering technology development and commercialization, skill development, startups support, and employment creation in the field of Cyber-Physical Systems. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Job Title: Admin Executive

Job Location: IIT Indore or its offices in city of Indore/Bhopal/Delhi

Key Responsibilities

- **Data Compilation and Analysis:**
Collect, organize, and compile datasets and inputs from various internal and external sources. Ensure accuracy, consistency, and completeness for reports and decision-support materials.
- **Meeting and Event Coordination:**
Assist in planning, scheduling, and managing meetings, events, and workshops. Handle logistics, prepare meeting agendas, manage invitations, and support smooth execution of all events.
- **Data Entry and Documentation:**
Perform accurate data entry and document preparation including internal records, reports, and official correspondence. Maintain confidentiality and ensure a high standard of accuracy and integrity in documentation.
- **Database and Records Management:**
Support the updating and maintenance of divisional databases, including sanction orders and internal records. Ensure systematic documentation and efficient retrieval of information as per standard procedures.



आईआईटीआई दृष्टि सीपीएस फाउंडेशन, भारतीय प्रौद्योगिकी संस्थान इन्दौर

खंडवा रोड, सिमरोल, इन्दौर – 453 552, मध्य प्रदेश, भारत

IITI DRISHTI CPS Foundation, Indian Institute of Technology Indore

Khandwa Road, Simrol, Indore - 453 552, Madhya Pradesh, India

CIN: U73100MP2020NPL054322

Key Skills & Competencies

- Strong data management and analytical skills
- Excellent organizational and coordination abilities
- Proficient in MS Office tools (Excel, Word, PowerPoint)
- Detail-oriented with high accuracy in data entry and documentation
- Strong communication and interpersonal skills
- Ability to manage confidential data and maintain documentation integrity
- Experience working with digital documentation or office management systems is a plus.

Qualifications & Experience

- **Education:** Any Bachelor's degree
- **Experience:** 1–3 years (Prior experience in a similar administrative or data support role is desirable)

Compensation: As per Industry Standards

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

Only shortlisted candidates will be called for a written test/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 requirements. The company reserves the right to not fill up /cancel the post advertised without assigning any reason. In the case of selection, the role will be finalized by the selection panel and the decision will be binding. The position is contractual, full-time in nature and subject to periodic performance reviews.