



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

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2025/18

Date: 18th December 2025

IITI DRISHTI CPS Foundation is a Technology Translation Research Park (TTRP) hosted at IIT Indore and supported by the Department of Science & Technology (DST), Government of India. The Foundation focuses on Digital Healthcare, Cyber-Physical Systems, system simulation and modelling, translational research, and commercialization of deep-tech innovations.

The Foundation works closely with researchers, clinicians, hospitals, healthcare institutions, government bodies, and industry partners to translate technologies from early-stage research to large-scale deployment and commercialization. One of the flagship platforms developed in-house is CharakDT, a rapidly evolving Digital Health and Clinical Decision Support ecosystem.

Applications are invited for the position of **Chief Operating Officer (COO)** to support the Foundation's administrative, financial, legal, and coordination functions.

Job Title: Chief Operating Officer (COO)

Job Location: IIT Indore Campus, Simrol, Madhya Pradesh

Reports To: Chief Executive Officer (CEO)

Roles and Responsibilities

The COO will be responsible for overseeing internal operations and administrative coordination of the Foundation, and for working closely with IIT Indore faculty and administrative units. Key responsibilities include:

1. Administrative, HR, Finance & Legal Coordination

- Oversee Human Resources (HR) functions, including recruitment, service matters, policies, and staff administration
- Supervise Accounts and Finance, including budgeting, utilization of funds, financial reporting, and audits
- Manage Legal affairs, including contracts, MoUs, statutory and regulatory compliance

2. Educational Outreach & IP–MSME Coordination

- Lead and coordinate Educational Outreach and IP–MSME activities
- Undertake internal coordination with faculty members of IIT Indore for outreach, IP, and MSME-related initiatives



3. Internal Operations, Systems & Monitoring

- Oversee internal operations and administrative coordination across departments and functional units
- Develop, implement, and monitor systems and processes, including ERP, internal forms, and workflow mechanisms
- Ensure effective monitoring, documentation, and reporting of operational and administrative activities

4. Institutional Coordination & Governance Support

- Act as a key coordination interface between management and internal stakeholders, particularly faculty and administrative units
- Support the Project Director and CEO in strengthening institutional governance, operational efficiency, and compliance

Essential Qualifications & Experience

- Postgraduate degree in Engineering, Management, Science, Technology, or related disciplines
- A minimum of 5 years of relevant work experience after post-graduation.
- Proven experience working with government-funded programs, research parks, incubators, innovation ecosystems, or large multi-stakeholder initiatives
- Strong exposure to finance, budgeting, audits, procurement, HR coordination, and statutory compliance
- Demonstrated ability to manage day-to-day operations, delivery timelines, milestones, and operational KPIs
- Experience in ensuring compliance with DST / Government of India norms, reporting, utilization, and governance frameworks

Preferred / Desirable Qualifications

- Prior experience in Technology Innovation Hub (TIH) or Technology Translation Research Parks (TTRP), incubators, accelerators, or research-driven institutions
- Experience coordinating across multiple stakeholders including Government agencies, academic institutions, startups, vendors, and partners
- Familiarity with process design, SOPs, systems implementation (ERP, workflows), and operational risk management
- Exposure to program execution across research, translation, pilots, deployments, and startup support

Key Competencies

- Strong operational leadership and coordination skills
- High level of integrity, compliance orientation, and attention to detail
- Ability to translate strategy into annual operating plans, milestones, and execution discipline
- Excellent written and verbal communication skills in English



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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

Compensation: 16,00,000-20,00,000 Per year

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.