



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

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

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2026/06

Date: 10th February 2026

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. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Job Title: Jr. Coordination Manager

Job Location: IIT Indore (Onsite)

Job Summary

The Jr. Coordination Manager will support in managing day-to-day coordination, documentation, reporting, and other administrative tasks. The role is execution-focused and requires close follow-up, organized record-keeping, and support in inter-departmental and stakeholder coordination to ensure smooth operational workflows.

Key Responsibilities:

- Coordinate and follow up on tasks with internal departments.
- Handle official correspondence and ensure smooth communication flow within the organization.
- Assist in data collection, compilation, and validation for internal and external reports.
- Assist in planning and executing company events, reviews, and visits.
- Maintain organized and accessible records while ensuring confidentiality and professional handling of sensitive information.
- Coordinate for travel arrangements, logistics, and reimbursements as required.
- Assist in maintaining visit records, guest lists, and event documentation.

Key Skills required:

- Excellent written and verbal communication skills in English and Hindi.
- Proficiency in MS Office, Google Workspace and standard office tools.
- Strong organizational and multitasking abilities.
- High attention to detail, especially in handling records and documentation.



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Qualifications & Experience

- **Education:** Bachelors'/Masters' Degree in any discipline or equivalent. Due to the nature of Organization, persons with Technical Undergraduate degree will be better suited.
- **Experience:** 2+ years of Experience
- **Preference:** Candidates with prior exposure to coordination, administrative processes, and documentation management preferred.



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Job Title: HR Executive

Job Location: IIT Indore (Onsite)

- Manage employee joining and exit formalities
- Understand hiring requirements from hiring managers
- Source candidates through social media and professional networks or Screen and review resumes
- Coordinate and schedule interviews with candidates and hiring managers
- Build and maintain relationships with hiring managers
- Prepare HR and administrative reports
- Maintain employee data and records
- Draft note sheets and other administrative documents
- Coordinate with internal teams and external vendors for office upkeep

Key Skills required:

- Proficient in MS Office
- Strong communication and interpersonal skills
- Good coordination abilities
- Ability to assess and evaluate candidate qualifications
- Excellent time-management and multitasking skills
- Professional attitude with attention to detail
- Enthusiastic, motivated, and passionate about work
- Technical knowledge will be an added advantage

Qualifications & Experience

- Any Graduate/Post Graduate degree in Science/Commerce/Arts from a recognized University with relevant experience after graduation.
- **Experience:** 2+ years of Experience

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.