

IITI DRISHTI CPS FOUNDATION

(A Section 8 - Not for profit Company)

Advertisement for Administrative Positions

Advt. No. – IITI-DRISHTI-CPS/Sec – 8/2022/02

Date: 17/01/2022

Position: Secretarial Assistant

Position: Junior Assistant (Admin)

Position: Junior Assistant (Technical)

Company: IITI DRISHTI CPS Foundation (A Section 8 - Not for profit Company)

Location: IITI DRISHTI CPS Foundation, IIT Indore Campus, Simrol, MP, India, 453552

About the Company

IITI DRISHTI CPS Foundation (DRISHTI CPS) was established at IIT Indore as a Technology Innovation Hub for System Simulation, Modelling and Visualization under the aegis of the National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) coordinated by the DST, Government of India. The hub has an initial support from the DST for five years. It is expected that the TIH will become self-sustaining and generate its own revenue to continue with its functions beyond that. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Vision of the Company: The Technology Innovation Hub (TIH) at IIT Indore known as IITI DRISHTI CPS Foundation, has the vision to become a one-stop shop for CPS solutions with a specific focus on system simulation, modelling and visualisation. The TIH aims to lead the technology development endeavours in the country towards evolving systematic process models for optimal design, development, and implementation of CPSs in industrial and social settings. IITI DRISHTI CPS Foundation aims to evolve as a self-sustainable hub and intends to consistently support initiatives of the Government of India such as Digital India, Atma Nirbhar Bharat, Make in India, Smart Cities, Sugamya Bharat Abhiyaan, and National Education Policy, and various other immediate and long term technology needs of the country.

Mission of the Company: IITI DRISHTI CPS Foundation intends to realise its vision by harnessing the know-how of academia and industry in a synergistic set-up. The ideas evolving from this set-up would be realised practically through incubation of 'start-up' endeavours and investment in human-resource development, supporting patenting, licencing, commercialization and implementation of technology solutions and ideas. The TIH intends to work closely with local and global organisations particularly in a hub and spoke setting to effectively meet its aims and objectives.

Position: Secretarial Assistant to CEO/CTO and Project Director

- Up keeping of confidentiality of documents whenever is needed.
- Devising/maintaining office systems, including data management and filing.
- Arranging travel, accommodation and occasionally travelling with to take notes or dictation at meetings or to provide general assistance during presentations.
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Organizing and maintaining diaries and making appointments.

- Dealing with incoming email, faxes and post, often corresponding on behalf of the CEO/CTO and Project Director.
- Carrying out background research and presenting findings.
- Producing documents, briefing papers, reports and presentations, follow up feedbacks and replies expected from different agencies.
- Organizing and attending meetings and ensuring the CEO, CTO and Project Director is well prepared for meetings.
- Any other company related task assigned by reporting officer/competent authority.

Educational Qualification:

Any Graduate/Post Graduate degree in Science/Commerce/Arts from a recognized University (with minimum 60% marks or equivalent) with minimum 1 years of relevant experience after graduation, of working with any academic institute, R&D organization, or industry.

Good oral and written communication skills in English are a must.

Strong interpersonal skills: kind & patient in challenging situations.

Well versed with general software such as MS office (word/power point/excel) or equivalent with advance level of presentation skills is must.

Desirable:

- Diploma/Degree/Post Graduate course in computer application.
- Prior experience of managing similar activities.
- General management skill

Compensation: Upto Rs 3-4 lakhs annual CTC (based on experience and performance during the interview)

Transport allowance or provision of company transportation facility from selected locations in the Indore city may be provided.

Age: Less than 35 years

Position: Junior Assistant (Technical)

- Handling skill center/Center of Excellence/laboratory
- Keeping record of all the items of skill center/laboratory/center of excellence
- Identifying and initiating process of procurement of items for skill center/Center of excellence/laboratory
- Ensuring safety of operations in skill center/center of excellence/laboratory
- Proper maintenance and handling of various equipment in skill center/center of excellence/laboratory
- Helping students/trainees in operating the equipment in skill center/center of excellence/laboratory
- Demonstration of various prototype developed in the skill center/laboratory/center of excellence
- Any other task assigned by relevant higher authority

Educational Qualification:

Diploma in Engineering (Mechanical/Electronics/Computer Science) with 4 years of experience in handling any engineering laboratory/or IT driven skill center.

Or

Bachelor of Engineering/Technology with 60% marks or equivalent grade) in Mechanical/Electronics/Computer Science.

Good oral and written communication skills in English are a must.

Well versed with general software such as MS office (word/power point/excel) or equivalent.

Desirable:

- Knowledge of handling IoT devices
- Programming skill

Compensation: Upto Rs 3-4 lakhs annual CTC (based on experience and performance during the interview)

Transport allowance or provision of company transportation facility from selected locations in the Indore city may be provided.

Age: Less than 35 years

Position: Junior Assistant (Admin)

Roles and Responsibilities of Junior Assistant (Admin)

- To maintain proper records in physical and soft copy in consultation of respective managers.
- Assisting Managers and perform the task in timely manner.
- Inform officers in prior for upcoming ground level work requirement and take necessary actions keeping in loop the managers.
- Coordinate with the associates both internally and externally.
- Any other company related task assigned by reporting officer and competent authority.

Educational Qualification:

Graduation in any stream (with minimum 60% marks or equivalent) with 1 years' experience of working with any academic institute, R&D organization, or industry.

Good oral and written communication skills in English are a must.

Well versed with general software such as MS office (word/power point/excel)

Compensation: Upto Rs 2.5-3.5 lakhs annual CTC (based on experience and performance during the interview)

Transport allowance or provision of company transportation facility from selected locations in the Indore city may be provided.

Age: Less than 30 years

Note: Interested aspirants may send their details to hr.drishticps@iiti.ac.in by January 24, 2022 by mentioning a post applied for in subject. Only shortlisted candidates will be called for a written test/interaction/interview.

Position is temporary and on a one-year contract basis (renewable based on performance).

Depending on the number of applications received, the minimum required qualifications may be modified. Mere fulfilment of the minimum eligibility criteria does not entitle an applicant to be shortlisted.

Candidate is expected to join immediately.