

# IITI DRISHTI CPS FOUNDATION

(A Section 8 - Not for profit Company)

## Advertisement for the post of HR & Admin Manager

Advt. No. – IITI-DRISHTI-CPS/Sec – 8/2022/01

Date: 15/01/2022

### **Position: HR & Admin Manager**

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.

### **Roles and Responsibilities**

- HR & Admin Manager will be responsible to prepare a job description and requirements in terms of essential and desirable qualifications in consultation with appropriate higher authority and user sections.
- Review job advertisement before posting, screen CVs, coordinate with candidates and selection committee, scheduling interview, document verification and ensure recording and filing in line with recruitment policy of company.

- Ensure approval on selection committee report before the dispatch of offer letters for newly hired employees.
- Ensure recommended amendments are carried out in Personnel Handbook due to changes in local conditions & government laws.
- Maintain timesheets for office, ensuring timely submission, accuracy, and filing.
- Maintaining physical and digital personnel records like employment contracts and records.
- Monitor compensation compliance and benefits in consultation with Finance Manager
- Advise CEO and Project Director on appropriate staffing levels and assist in the budget description related to Manpower.
- Ensure smooth running of all administrative functions in the office.
- Ensure all travel and accommodation arrangements for officials and visitors with all other requirements.
- Creating and distributing guidelines and FAQ documents about company policies.
- Maintain employees' training and development data as per recommendations.
- Monitor annual performance reviews in consultation with respective department heads and ensure their timely submission to competent authority.
- Maintain employees' attendance record, leave records and medical documents including annual medical fitness reports (in case required).
- Ensure adequate working resources are available in all sections and offices are well maintained.
- Maintain data related to the usage of hired transport for official duties; ensure timely payment in consultation with Finance Manager.
- To coordinate any additional activities related to the company as the need arises and also conforming to instructions from higher authorities.
- Multi-tasking is expected from time to time and HR & Admin Manager may need to work to fulfil requirements related to admin, purchase, finance, HR, and others.
- Any other company related task assigned by Reporting Officer or Competent Authority.

**Educational Qualification:**

MBA/PGDBA in Human Resource (with minimum 60% marks or equivalent) with 5 years' experience of working with any academic institute, R&D organization, or industry.

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

**Desirable:**

Following additional qualification are desirable:

- Prior experience of managing similar activities or projects
- Well versed with general software such as MS office (word/power point/excel) or equivalent
- General management skill

**Compensation:** Upto Rs 6-7 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

**Note:** Interested aspirants may send their details to "[drishti-cps@iiti.ac.in](mailto:drishti-cps@iiti.ac.in)" by January 23, 2022. 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.