

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

Date: 29 November 2021

Advertisement for the post of Program Managers

Position: Program Managers

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 of the Program Managers

- To execute on a day-to-day basis various programs such as fellowships, project support, affiliates, startups support, skill development, and others. as per the designed policies and norms of the company.
- To draft procedures as per the designed policies for such programs.
- To disseminate information to related groups in the country or abroad, regarding various programs of the company.
- To maintain records of various programs of the company.
- To ensure various compliances related to specific programs such as purchase, finance, timeline, expenditure, evaluation schedule, reporting and documentation, etc.
- To timely identify any bottleneck, delay and take proactive steps to manage the program effectively in coordination with various other divisions of the company.

- To coordinate with media partners, spokes and CPS bases as per the needs of the programs.
- To coordinate any additional activities related to various programs as the need arises.
- To coordinate any additional activities related to the company as the need arises and also conforming to instructions from higher authorities.
- Timely preparation of reports, budget, expenditure statements, success stories, and the like for effective monitoring and execution of programs.
- Multi-tasking is expected from time to time and program managers may need to work to fulfil requirements related to admin, purchase, finance, HR, and others.

Essential Qualification:

Educational Qualification:

BE/B.Tech. (with minimum 60% marks or equivalent) with 5 years of experience of working with any academic institute, R&D organization, or industry.

OR

ME/M.Tech. (with minimum 60% marks or equivalent) with 3 years of experience of working with any academic institute, R&D organization, or industry.

OR

Master of Computer Application /MA(English)/MBA (with minimum 60% marks or equivalent) with at least 5 years of 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 skills

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.

Tenure: Initially for one year (renewable based on performance).
The position is temporary and on a contract basis.

Age: Less than 35 years

Note: Interested aspirants may send their details to hr.drishticps@iiti.ac.in by **December 7, 2021**. Only shortlisted candidates will be called for a written test/interaction/interview.

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.