

IITI DRISHTI CPS Foundation

(A Section 8 - Not for Profit Company)

Advt. No. – IITI-DRISHTI-CPS/Sec – 8/2022/14

Date: 11/10/2022

Post: Executive HR & Admin: 01 (one post)

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

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

Duties

To assist in HR & admin related activities.

Key Responsibilities include, but are not limited to:

- Government procurement and tendering Process
- Joining and exit formalities of employees
- Preparing reports
- Data management
- Inventory management
- Drafting note sheets and other admin related documents
- Coordinating with internal and external parties for upkeep of office

Skills required

- Well versed with MS Office
- Coordination Skills
- Enthusiastic, motivated, and passionate about work
- Professional English Communication skills
- Technical knowledge will be an add on

Essential Qualification & Experience:

Educational Qualification: Graduate in any Stream with minimum 60% or equivalent

Experience: Minimum 2 yr. in HR & Administration

Experience of govt. set-up will be preferable

Compensation: INR 30,000-35,000 per month (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).

Selected Candidate is expected to join immediately.

Process: Interested candidates may [click here](#) to apply.

Last date of application: **October 19, 2022**

Note: 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. Company reserves the right to not fill up /cancel the post advertised without assigning any reason.