

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

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2023/10

Date: 23 Oct, 2023

IITI DRISHTI CPS Foundation (DRISHTI CPS) was established at IIT Indore as a Technology Innovation Hub (TIH) for System Simulation, Modeling, and Visualization under the aegis of the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The hub is being supported by the Department of Science & Technology, Government of India. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Position: Technical Recruiter (IT and Non-IT)

Required skills:

- Understanding the hiring requirements of hiring managers
- Scouting candidates through various channels like social media and professional networks
- Reviewing resumes and screening candidates
- Scheduling interviews by coordinating with candidates and hiring managers
- Strong communication and interpersonal skills
- Ability to assess and evaluate candidate qualifications
- Time-management skills and multitasking ability
- Ability to build and maintain relationships with hiring managers

Position: HR & Admin Executive

Required skills:

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

Educational Qualification:

- Any Graduate/Post Graduate degree in Science/Commerce/Arts from a recognized University with relevant experience after graduation.

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. The position is contractual, full time in nature and subject to periodic performance reviews.