

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

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2023/o8

Date: 09 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: Venture Architect - Industry 4.0 and Venture Architect - Education Tech

- We are looking for candidates to join us at IITI DRISHTI CPS FOUNDATION, to work on building a large-scale Industry 4.0 and Education Tech solution respectively to bring frontier and futuristic technologies to the fore and create a positive impact in the society.
- Individuals who have first-hand experience of building technology and business in the Industry 4.0 space and Education Tech. Recruiting a team, managing product development and launch timelines, managing P&L, and mitigating risks would be the main KRAs.
- We work with aggressive deadlines to contribute to the national mission (NM-ICPS); thus, the role demands capacity to build and thrive through chaos.

Required skills:

- Professionals who have demonstrated experience in Industry 4.0 or in Education Technology as a founder or a founding team member with a bachelors/masters in a relevant domain.
- Good communication and inter-personal skills
- Have experience of early-stage startups (0 to 1 journey) as a founder or core member
- Experience of building technology products and executing marketing strategies
- Analytical thinking & problem-solving capabilities.

Educational Qualification:

- Any Graduate/Post Graduate degree in Science/Commerce/Arts from a recognized University (with minimum 60% marks or equivalent) with minimum 2 years of relevant experience after graduation.

Position: Assistant to CEO and Project Director

- 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 calendar and making appointments.
- Dealing with incoming email, faxes and post, often corresponding on behalf of the CEO 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 associates.
- Organizing and attending meetings and ensuring the CEO and Project Director is well prepared for meetings.
- Up keeping of confidentiality of documents whenever is needed.
- 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.

Required Skills:

- 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: 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 on a contract basis initially for one year. The contract may be extended based on the requirement of the company and the performance of the candidate.