



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

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2025/14

Date: 13th October 2025

IITI DRISHTI CPS Foundation (DRISHTI CPS in short), a Technology Innovation Hub (TIH) established at IIT Indore under the aegis of National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS), is working along the technology vertical of System Simulation, Modelling and Visualization. DRISHTI CPS is committed to fostering technology development and commercialization, skill development, startups support, and employment creation in the field of Cyber-Physical Systems. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Job Title: Sr. Coordination Manager

Job Location: IIT Indore

Key Responsibilities

- Manage day-to-day operations of the CEO/Project Director's office.
- Coordinate and follow up on tasks with internal departments and external partners.
- Schedule meetings, prepare agendas, and maintain accurate records and documentation.
- Draft and review official communications, reports, and data to ensure accuracy, consistency, and alignment with company goals.
- Handle official correspondence with stakeholders and ensure smooth communication flow within and outside the organization.
- Assist in planning and executing company events, reviews, and visits.
- Maintain organized and accessible records while ensuring confidentiality and professional handling of sensitive information.
- Manage regular social media posts and interactions

Key Skills required

- Excellent written and verbal communication skills in English and Hindi.
- Proficiency in MS Office and standard office tools.
- Strong organizational and multitasking abilities.
- High attention to detail, especially in handling records and documentation.
- Ability to work independently and as part of a team.
- Well conversant with AI productivity tools



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खंडवा रोड, सिमरोल, इन्दौर – 453 552, मध्य प्रदेश, भारत

IITI DRISHTI CPS Foundation, Indian Institute of Technology Indore

Khandwa Road, Simrol, Indore - 453 552, Madhya Pradesh, India

CIN: U73100MP2020NPL054322

Qualifications & Experience

- **Education:** Bachelors'/Masters' Degree in any discipline or equivalent. Due to nature of Organization, persons with Technical Undergraduate degree will be better suited.
- **Experience:** 5+ years of Experience
- **Preference:** Candidates with prior exposure to coordination, administrative processes, stakeholder communication, and documentation management in reputed organizations will be preferred.

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. In the case of selection, the role will be finalized by the selection panel and the decision will be binding. The position is contractual, full-time in nature and subject to periodic performance reviews.