

iHub Drishti Foundation (iHub Drishti) is a Section-8, Not-for-profit Company, promoted by and at the Indian Institute of Technology Jodhpur under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. iHub Drishti is a Technology Innovation Hub focused around “Computer Vision, Augmented Reality and Virtual Reality”.

iHub Drishti Foundation invite applications from Indian Nationals possessing an excellent academic background and relevant experience for the post of:

Job Title: Executive Assistant (Outreach)

Job Profile:

- Administer all outreach programs and develop professional relationships with all Spoke, Hubs, academic partners, industry members, R&D partners.
- Arrangement of up-skilling/reskilling/skill development programs coordinating for successful execution.
- To ensure outreach activities in coordination with cross-functional departments as needed.
- Prepare outreach presentations and provide training to all activities for various events and provide an interface between all outreach volunteers and staff.
- Collaborate with the cross-functional departments & managements to prepare a monthly outreach activity plan and its execution and assessment with respect to revenue projection.
- Publishing of event reports and quarterly newsletters.
- Handle Social Media activity for managing Outreach activities. Liaisoning for print media.
- Creation of Posters, Pamphlets, Brochures for Events & Advertisements.
- Physical meet with current clients and Prospective clients.
- Market Analysis for strengthening Outreach Activities.
- Coordination for start-ups, entrepreneurs and incubates.
- Organizing GCC/Hackathon and conducting workshops/conferences or webinars.
- Work with dedication for company branding.
- Identification of various line ministries and government agencies funded projects in areas related to Hub.
- Required creativity and knowledge of different tactics to identify and engage the appropriate target audience.

Essential Qualification and Knowledge with Expertise:

- Bachelor's Degree in any discipline or its equivalent with first division from a recognized University/Institute with at least 3 years of experience in related field or Master's degree with first division in any discipline or its equivalent from a recognized University/Institute with at least 1 year of experience in relevant field.
- Ability to identify new networking opportunities via research and initiate contact. Planning and overseeing new outreach initiatives.
- Ability to travel to meet clients, attend industry events to build networks. Strong communication and Presentation skills.
- Ability to manage complex projects and multi-task. Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- Proficient in Word, Excel, Outlook, Powerpoint and Canva.
- Ability to maintain positive growth in your market area and respond to all issues with prompt attention.
- Excellent analytical, problem-solving and management skills. Exceptional decision-making skills.

Compensation

- As per discretion of the Board with annual performance linked incentives in addition.
- Tenure: Initially 1 year (reviewable and renewable based on performance)
- Age: Preferably less than 30 Years
- Location: Jodhpur (may not be a constraint)

Information regarding the application process:

Applications will be accepted via (<https://tinyurl.com/ihubdrishti-EAOut>). Interested candidates may apply by sending their CV covering educational and professional qualifications in the relevant field along with work experience, last salary drawn, contact details, and references with necessary documentary evidence by filling above mentioned form **on or before the last date of February 17th, 2023.**

Additional information:

- (1) Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
- (2) Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of the submission of the online application.
- (3) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- (4) In case of exceptional candidates, the iHub Drishti foundation reserves the right to relax qualifications and/or experience.
- (5) *Shortlisted candidates shall be called for the further recruitment process.*

- (6) *Decision of the board will be final for both Shortlisting and Selection process.*
- (7) iHub Drishti foundation reserves the right to fill or not to fill any or all of the advertised posts.
- (8) iHub Drishti Foundation reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.
- (9) No hard copy application is to be submitted. No email application is to be submitted.
- (10) No correspondence will be entertained from the candidates in connection with the process of selection/interview.
- (11) Canvassing in any form will be a disqualification. Application which is incomplete, not in prescribed format, will be summarily rejected.
- (12) Application with insufficient information or without relevant supporting documents will not be considered for further processing. Applications without self-attested supporting documents will be summarily rejected.
- (13) Persons employed in Government/ Quasi-Government organizations should submit their applications through proper channels.
- (14) The appointed person shall have no claim of appointment / absorption in any companies, departments or centers of IIT Jodhpur.
- (15) The appointment of the applicant will be governed by the terms & conditions of the iHub Drishti Foundation, IIT Jodhpur in effect on time-to-time basis
- (16) Specific queries, if any, may be directed to the email: hr@ihub-drishti.ai.
- (17) iHub Drishti foundation may verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated.
- (18) Any dispute with regards to the selection/recruitment will be subject to Courts / Tribunals having jurisdiction at Jodhpur.

Officer In-charge
iHub Drishti Foundation
TIH on CV-ARVR, NM-ICPS
Indian Institute of Technology Jodhpur