



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”.

We at iHub Drishti aim to create an expert team of enthusiastic, authentic, competitive, strong, diverse team of curious, and creative people who are driven by research and can collaborate powerfully in the process of adding value to designing and growing iHub Drishti.

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

Senior Executive Assistant having a Master's degree in Management or Engineering from a recognized University/Institute and possessing post-qualification relevant experience of at least 5 years.

Position: Senior Executive Assistant

No. of positions: 01

Essential qualification:

- Master's degree in Management or Engineering
- Minimum post-qualification relevant experience of at least 5 years.
- Should know Government rules in Administrative matters, including recruitment, establishment, and handling of disciplinary and legal matters.
- Excellent communication skills, both written and verbal
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms

Job Profile:

- **Executive support** – Undertakes a broad variety of administrative tasks for the Project Director/CEO/CTO, including: managing calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings. Successfully completes critical aspects of deliverables with a hands on approach, including drafting acknowledgement letters, personal correspondence, and other tasks such as preparing minutes of meeting.
- **Board Support and Liaison** - Assists board members with travel arrangements, lodging, and meal planning as needed. Maintains discretion and confidentiality in relationships with all board members. Adhere to compliance with applicable rules and regulations regarding board and



board committee matters, including advance distribution of materials before meetings in electronic/paper format.

- **Liaison with Honorary and Industry Members** - Ensures smooth onboarding of Honorary and Industry members, stores and maintains all records related to them in a centralized repository, manages lifecycle and timely renewal of membership. Coordinates well among Honorary and Industry members and executives for organizing trainings, conferences, workshops, and seminars.
- **Liaison with website developer and digital marketing executives** - Ensures availability of the latest and updated content on the company website, benchmarks with similar websites, and recommends an improvement plan for UI/UX. Guides Search Engine Optimization (SEO)/ Search Engine Marketing (SEM) executives for continuous improvement in Google search ranks.
- **Communications and Strategic Initiatives** - Edits and completes first drafts for written communications to external stakeholders. Works with the strategic initiative/ project teams spread across geographies in coordinating the Project Director/CEO/CTO's outreach activities.

Follows up on contacts made by the Project Director/CEO/CTO and supports the cultivation of ongoing relationships.

- **Store & Purchase** – Conducts market research, evaluates vendors, negotiates contracts and prepares reports on orders and costs.
- **Entrepreneurship Development** – Coordinates with Technology Business Incubator, Startups, Innovation Accelerator, organizes Grand Challenges and Competitions, promotes Young and Aspiring Technology Entrepreneurs

Shortlisted candidates will be called for a personal/online interview.

Compensation: As per the company norms

Place of Work: Jodhpur

Application Deadline: 10.10.2025

Information regarding the application process:

Applications will be accepted via (<https://zfrmz.in/zxLh19fma8w6m4U8xovB>). Interested candidates may apply by *uploading their updated Curriculum vitae covering educational and professional qualifications in the relevant field along with wet lab skill set, publications (if any), and contact information of two academic referees, work experience, last salary drawn, contact details, and references with necessary documentary evidences annexure. (PDF FORMAT).*

- (1) Certificate in support of experience should be in proper format i.e. it should be on the



- organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature
- (2) Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
- (3) 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.
- (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) iHub Drishti Foundation reserves the right to:
- a. Fix, modify, or revise the eligibility conditions, age, and selection criteria as per its requirements, at any time.
 - b. Fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.
 - c. Place a reasonable limit on the total number of candidates to be called for the Written Test and/or Skill Test, Interview.
- (7) **No hard copy application is to be submitted. No email application is to be submitted.**
- (8) No TA/DA shall be paid to the candidates for attending the interview.
- (9) No correspondence will be entertained from the candidates in connection with the process of selection/interview.
- (10) Canvassing in any form will be a disqualification. An application that is incomplete, not in the prescribed format, will be summarily rejected.
- (11) Applications 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.
- (12) Persons employed in Government/ Quasi-Government organizations should submit their applications through proper channels.
- (13) Specific queries, if any, may be directed to the e-mail: hr@ihub-drishti.ai or executiveassistanthr@ihub-drishti.ai.
- (14) 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 clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated.
- (15) Any dispute with regard to the selection/recruitment will be subject to the Courts / Tribunals having jurisdiction at Jodhpur.