



TIH/iHub Drishti/2022-23/Recruitment/05; Dated: 27 January 2023

N.H. 62, Nagaur Road, Karwar, Jodhpur 342030, Rajasthan (India)

Website: <https://ihub-drishti.ai/> eMail: hr@ihub-drishti.ai

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 focussed 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 (Admin)

Job Profile:

- **HRD and Skill Development:** Development of highly knowledgeable human resource with top-order skills including
 1. Graduate Internships
 2. Postgraduate Fellowships
 3. Doctoral Fellowships/Postdoctoral Fellowships
 4. Faculty Fellowships/Chair Professorships.
 5. Skill Development Courses
- **Innovation, Entrepreneurship and Start-up Ecosystem:**
 1. Enhance competencies
 2. Capacity building and training to nurture innovation and start-ups.
 3. Support young and aspiring entrepreneurs for enabling translation of idea to prototype.
 4. Inspire best talents to be entrepreneurs by providing support in the form of fellowship, providing guidance. Co-working spaces for developing their ideas into products.
- **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.
- **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.



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Essential Qualification and Knowledge with Expertise:

Essential:

- Bachelor's Degree in any discipline or its equivalent with first division from a recognized University/Institute and at least 3 years of relevant experience.
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms.
- Experience and interest in internal and external communications, partnership development, and relationship management.

Desirable:

- Master of Business Administration or its equivalent with first division from a recognized University/Institute and at least 3 years of relevant experience.
- Willing to travel

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

Information regarding the application process:

Applications will be accepted via (<https://tinyurl.com/ihubdrishti-EAadmin>). 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.*



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- (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