

## **IHUB ANUBHUTI-IIITD FOUNDATION**

Indraprastha Institute of Information Technology Delhi  
GB Pant Polytechnic Extension, Okhla Phase III, Delhi –110020

### **Advertisement inviting applications for the 'Executive Assistant'**

IHUB ANUBHUTI-IIITD FOUNDATION, hereafter referred as IHUB, is a Section-8, Notfor-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. It is a Technology Innovation Hub supported by Department of Science and Technology (DST), Govt. of India. iHub Anubhuti has been set up to create a collaboration between industries, academic institutions and government agencies to innovate and develop data-driven cognitive computing solutions.

The objective is to establish itself as a Hub of Research, Entrepreneurship, and Innovation in the area of Cognitive Computing & Social Sensing.

The Foundation is looking to hire an individual for the Executive Assistant position and invites applications for the same.

**Job Title:** Executive Assistant

**No. of post:** One

#### **Job Profile:**

Managing the schedules and correspondence of IHUB Project Directors and CEO. The Executive Assistant (EA) would be acting as the point of contact between the IHUB Project Directors, CEO and IHUB/ IIITD staff and external agencies. The EA would have the overall responsibility for calendar management, making travel arrangements, expense reports, filing and keeping records.

#### **Job responsibilities include, but are not limited to the following:**

- To provide necessary support to IHUB Project Directors and CEO and other senior officers of the Institute, make travel arrangements, organizing meetings/interviews/workshops, maintaining calendar, record keeping, tracking and filing.
- Work with Web Manager for social media posting, preparing press release, etc. Also coordinating, to create reports for outreach, updating social media platforms from the technical material provided.

- Work with finance team for timely reimbursements, etc. and maintaining expense reports.
- Liaison with internal IIITD admin staff and external agencies.
- Schedule meeting with IHUB and IIITD staff, IIITD students & other external agencies as necessary.
- Any other work assigned from time to time.

### **Skill Sets, Knowledge and Experience**

- **Educational qualifications:** Graduate Degree in any discipline with 55% marks.
- **Experience:** Preferably 1-4 years' relevant experience.
- **Desirable:**
  - Working experience in Government agencies/ educational institute/ MNC of repute.
  - Excellent communication skills (Oral and Written) in English. ○ Excellent Noting/ Drafting skills.
  - Good expertise in using software such as Excel, PowerPoint, Word etc. Good organizational, time management and presentation skills.

### **Compensation, Tenure and other details:**

The monthly consolidated salary will be in the range of **Rs. 25,000 - Rs. 40,000** per month. There will be an initial probation period of 3 months.

### **General Instructions:**

1. The candidates are preferred to apply online before the date of walk-in interview. However, the candidate, fulfilling the essential qualification and experience, may opt for direct walk-in interview by coming to the Manager IHUB, at least half hour prior to the commencement of the walk-in interview, i.e. **by 8.30 AM, May 4, 2022**. The Walkin interviews will commence by **9.00 AM**. Failing to report by then, the candidate may not be entertained to participate in the walk-in process for selection. All candidates should come or walk-in with a copy of their detailed Biodata/Curriculum Vitae and the relevant documents in original with a photocopy of each (towards proof of academic qualification and experience). Any candidate not fulfilling the essential qualification will be denied participation in the walk-in.
2. Eligible candidates can report at A-420, R&D Building, IIIT-Delhi, Okhla Industrial Estate, Phase-III, New Delhi-110020.
3. IHUB reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of qualification and experience, etc.

4. IHUB also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. Eligibility of a candidate to the post will not automatically mean that he/she will be allowed to participate in the walk-in session of the recruitment process. No request in this regard will be entertained for review etc.
6. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

**How to Apply:**

Interested candidate may apply on [Apply for EA](#) with a resume latest by **1<sup>st</sup> May 2022**. All those who fulfill the essential qualification and experience and have applied for the position online, can come for the walk-in interview on the above specified date and time. Decision of the management for the shortlisting and selection will be final.