

IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/13

Date: 07/03/2023

Advertisement inviting applications for the 'Head Operations'

IHUB ANUBHUTI-IIITD FOUNDATION (iHub-Anubhuti), is a Section-8, Not-for-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 the 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.

iHub-Anubhuti a Hub of Research, Entrepreneurship, and Innovation in the area of Cognitive Computing & Social Sensing.

iHub-Anubhuti is looking to hire an individual for the **Head (Operations)** position and invites applications for the same.

Job Title: Head (Operations)

No. of post: One (01)

Job Profile:

- Responsible for managing and assisting into day to day administrative and operational affairs of iHub.
- Extend necessary support to the faculty, students in research collaborators for their day-to-day research requirements.
- Assist in overall operations including research facilities of the iHub-Anubhuti and the coordination of all events, workshops, training programs, etc.
- Extending support to explore avenues to generate funds in terms of projects, etc. in India and abroad.
- Responsible for infrastructure development of iHub-Anubhuti
- Interpersonal relationship with IIIT-Delhi administration.

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

- Assisting the iHub-Anubhuti leadership in defining and implementing its strategic plans towards achieving its milestones.

Compensation, Tenure and other details:

The consolidated salary will be in the range of **INR 17-20 lakhs** annually. It will be a contractual position with an initial period of appointment of two (02) years, extendable based on performance. There will be an initial probation period of 6 months.

General Instructions:

1. iHub-Anubhuti 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.
2. iHub-Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
4. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

How to Apply:

Interested candidates may apply on the [Application Form](#). This is a rolling advertisement until the position is filled. Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.