

IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2023/Hiring/19

Date: 09/03/2023

Advertisement inviting applications for the ‘Junior Manager’

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 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 is 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 Junior Manager position and invites applications for the same.

Job Title Junior Manager

No. of post: one (01)

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

- Assist the manager in planning and organizing, monitoring, meetings for research projects and incubated start-ups.
- Assist in collecting data and other information related to supported research projects and start-ups.
- Assist in preparing reports covering monthly progress of key parameters, developments, impact generated for funding agencies and other stakeholders.
- Assist in planning and executing outreach and promotional activities for various programs or iHub-Anubhuti to attract higher quality applicants and creating awareness.
- Assist in conceptualizing, planning and executing events such as workshops, training programs, training sessions, awareness sessions and conferences etc to promote cognitive computing and social sensing technologies.
- Assist in purchase process of iHub-Anubhuti to set up office infrastructure and lab facility.
- Maintain all documents/ files/ records related to iHub-Anubhuti operations and purchases.
- 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 2 years' relevant experience.
- **Desirable:**
 - Working experience in Government agencies/ educational institute/ MNC of repute.
 - Excellent communication skills (Oral and Written) in English.
 - Good expertise in using software such as Excel, PowerPoint, Word etc.
 - Good organizational, time management and presentation skills.

Compensation, Tenure and other details:

The consolidated salary will be in the range of **4.8 lakhs- 6 lakhs** annually. There will be an initial probation period of 3 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 allowed to 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 candidate may apply on [application form](#). This is a rolling advertisement until the specific the position is filled. Only shortlisted candidates shall be called for the further recruitment process. Decision of the management for the shortlisting and selection will be final.