iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)

Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems** (NM-ICPS) of the Department of Science and Technology (DST), Government of India (GoI)

Adv. No.: iHub-Anubhuti/2024/Hiring/10   Date: 20/05/2024

Advertisement inviting applications for the position of Junior Executive

We are IHUB ANUBHUTI-IIITD FOUNDATION, 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. See https://www.nmicps.in for more details.

We are a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. Our charter includes creating Intellectual Property, Products and develop collaboration between industries, academic institutions and government agencies to innovate and develop data-driven cognitive computing solutions leveraging artificial intelligence and machine learning.

Visit https://ihub-anubhuti-iiitd.org to understand more about our mission, our work, our people and our innovations.

Job Summary:

As a Junior Executive, we are seeking a detail-oriented and organized Junior Executive for our Record Keeping and Report Preparation team. The ideal candidate will assist in maintaining accurate records, preparing timely reports, and supporting various administrative tasks to ensure smooth operations within the department.

Number of Post: 2

Key Responsibilities:

Record Keeping:

- Maintain and update physical and digital records with high accuracy and confidentiality.
- Organize and store documents, ensuring they are easily accessible for future reference.
- Ensure compliance with company policies and legal regulations regarding data management and storage.

Report Preparation:

- Collect and compile data from various sources to generate reports for internal and external stakeholders.
- Prepare regular and ad-hoc reports, ensuring accuracy, clarity, and timely submission.
- Assist in analyzing data to identify trends and insights for decision-making purposes.

Regd. Office: Indraprastha Institute of Information Technology, GB Pant Polytechnic Extension, Okhla Phase-III, South Delhi, India, 110020, Phone: +91 11 2690 7335, **CIN** - U73100DL2020NPL374793, **GST** - 07AAFCI9520B1ZU
Website: www.ihub-anubhuti-iiitd.org, www.nmicps.in

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Administrative Support:

- Assist with the preparation and distribution of meeting agendas, minutes, and related documents.
- Coordinate with other departments to gather necessary information for comprehensive reports.
- Perform general administrative tasks such as filing, photocopying, and scanning documents.

Quality Assurance:

- Review and verify the accuracy of records and reports.
- Identify discrepancies and work with relevant personnel to rectify them promptly.
- Implement and maintain best practices for record keeping and reporting processes.

Qualifications:

- **Education:** Bachelor's degree in any stream.
- **Experience:** 1-2 years of experience in record keeping, data entry, or administrative roles.
- **Technical Skills:** Proficient in Microsoft Office Suite (Excel, Word, PowerPoint). Familiarity with data management software is a plus.
- **Communication:** Excellent verbal and written communication skills.
- **Attention to Detail:** Strong organizational skills with a high degree of accuracy in work.
- **Time Management:** Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- **Problem-Solving:** Strong analytical skills with the ability to identify and resolve issues effectively.

Key Competencies:

1. **Integrity:** Demonstrates a high level of integrity and maintains confidentiality.
2. **Team Player:** Works well in a team setting and collaborates effectively with colleagues.
3. **Adaptability:** Flexible and adaptable to changing priorities and work demands.
4. **Initiative:** Proactively identifies areas for improvement and takes the initiative to implement solutions.

Necessary Traits

1. Attention to Detail
2. Proactive, positive, and self-organized
3. Able to communicate ideas clearly and concisely.
4. Excellent professional and work ethics.
5. Collaborative Team Player
6. Deep sense of accountability & ownership

Salary Range: INR 3 Lakhs to 3.6 Lakhs annually.

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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. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. 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](). Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.

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