



DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref. No.-2022/TIH-IITR/230

Date- 24.06.2022

Advertisement for the post of Assistant Manager (Investment)

Applications are invited from Indian Nationals only for position as per the details given below:

- Position: **Assistant Manager (Investment)**
- No. of Vacancy: **01**
- Location: **Roorkee, Uttarakhand**
- Company: **Divyasampark iHub Roorkee for Devices Materials and Technology Foundation (A Section 8 – Non- profit Company)**

QUALIFICATIONS:

- Graduate/Post Graduate Degree in Commerce, Finance & Marketing or Accounts.
- A minimum of 3 years' experience as an investment banker.

JOB DESCRIPTION:

- Prepare legal and financial records to complete investments, acquisitions, and purchases.
- Examine all risks and give financial advice.
- Identify potential investors.
- Maintain comprehensive knowledge of regulatory and legal issues in the financial industry.
- Assist companies in raising public or private funds through equity or debt offerings.
- Build detailed financial models to analyze and support Financial Planning and Analysis (FP&A) work.
- Perform business valuation analyses by using transaction comps, discounted cash flow, and leveraged buyout methods.
- Conduct company and industry research to prospect for clients and bring in new business.
- Participate in and manage all stages of a transaction, from the opening pitch to the closing investment contract.

REQUIRED SKILLSET & RELEVANT EXPERIENCE:

- Industrial experience will be a plus.
- Based on the office requirement the candidate may need to work on weekends.
- Willing & comfortable at traveling.
- Excellent analytical and quantitative skills.
- Have experience or expertise in CSR activities will be plus.
- In-depth knowledge of deal structuring, regulations, and closing principals.
- Keen interest in and understanding of financial markets.



iHUB DivyaSampark

Divyasampark iHUB Roorkee for Devices Materials and Technology Foundation
A section-8 Company established by Government of India (DST) and IIT Roorkee
under National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS).
CIN No.-U73200UR2020NPL011644

- Fluency in English and good communication skills and a good listener.

PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Must be a team-player.
- Reporting skills
- Confidentiality
- Good analytical skills and ability to work under pressure.
- Strong decision-making & problem-solving ability
- Time Management

Salary as per non-government organization market norms.

- Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
- **Candidates please note:**
 - **Application for multiple posts @ iHUB DivyaSampark may lead to rejection of the application.**
 - **Screening of application will be done in every 15 days. The advertisement will be opened until we find a suitable candidate for the post.**
- Candidates should apply by filling up the below google form:
<https://forms.gle/X4as1W33wHWvvh5b9>
- After shortlisting, only shortlisted candidates will be called for the **Interview**.
- **Interview can be either Online or Offline or both.**
- Candidates, appearing for **Interview**, should bring or submit the following documents:
 - Cover letter with detailed CV including chronological discipline of degrees/certificates obtained.
 - Proof of last salary drawn.
 - Please note that **no TA/DA is admissible** for attending the interview

Tel: 01332-285050

Authorized Signature

Manish Anand
Chief Executive Officer
iHUB DivyaSampark