



## DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref. No.- 2022/TIH-IITR/233

Date- 24.06.2022

### Advertisement for the post of Assistant Manager (Programs)

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

- Position: **Assistant Manager (Programs)**
- 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.
- 3-4 years of experience in a similar field will be plus.
- Knowledge of Data Science, AI/ ML will be plus.
- Knowledge of website designing & marketing will be given preference.

#### JOB DESCRIPTION:

- Assisting the manager in organizing, planning and implementing strategies.
- Track the progress of weekly, monthly, quarterly and annual objectives.
- Co-ordinate & follow-up with the faculty members, Ed-Tech companies and extension centre of iHUB DivyaSampark (spoke hubs).
- Conduct training programs.
- Responsible for planning and execution for new collaboration.

#### REQUIRED SKILLSET & RELEVANT EXPERIENCE:

- Industrial experience will be a plus.
- Experience in educational counselling will be given preference.
- Based on the office requirement the candidate may need to work on weekends.
- Wiling & comfortable at traveling.
- Knowledge and work experience on training will be given preference.
- Have knowledge or experience in CSR activities will be plus.
- Strong business application skills using Microsoft Office suite.
- Fluency in English and good communication skills and a good listener

#### PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Must be a team-player.



## 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

- Interpersonal and communication skills
- 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 that application for multiple posts @ iHUB DivyaSampark may lead to rejection of the application.**
- Last Date to apply: **04 July 2022**

***Please note that application received after the last date of the advertisement will not be considered.***

- Candidates should apply by filling up the below google form:  
<https://forms.gle/w6g7s8TJuc2ErprM9>
- 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