



DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref.No.: 2022/TIH-IITR/409

Date: 12.08.2022

Advertisement for the post of Associate (Technical)

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

- Position: **Associate (Technical)**
- No. of Vacancy: **01**
- Location: **Roorkee, Uttarakhand**
- Company: **Divyasampark iHUB Roorkee for Devices Materials and Technology Foundation (A Section 8 – Non- Profit Company)**

QUALIFICATIONS:

- Bachelor/Master preferably in computer/Cyber Physical system domain with a minimum of 50% marks in aggregate with relevant experience.

JOB DESCRIPTION:

- Provide assistance in administrative work and technical projects.
- Drafting proposals, agreements for the projects & the startups.
- Conducting online or offline interaction as per the requirement.
- Organizing meeting and preparing reports and minutes.
- Maintaining documents for filing & records.
- Communicate to students, facilities & startups.
- Should be capable of handling patent applications.
- Should be flexible to work on weekends if needed.

RELEVANT EXPERIENCE & SKILL SET:

- Should have good computer knowledge.
- Self-motivated and career driven.
- Excellent work ethic and strong sense of urgency.
- Passionate about learning skills.
- Excellent knowledge of Microsoft excels, Word, PowerPoint etc.
- Basic knowledge of technology related to the Cyber-Physical System domain is good to have.
- Techno-managerial skills will be a plus.

PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Excellent interpersonal skills to communicate effectively across the organization.
- Must be a team player.
- Multilingual will be preferred.



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

- Reporting skills
- Confidentiality
- Time Management
- Ability to work in a cross-functional team.

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 for.
- Candidates should apply by filling up the below google form: -
<https://forms.gle/G9XiTgSPbi41xzfQ8>
- Last Date to Apply **20 August 2022.**

*****Please note that applications received after the last date will not be considered.***

- After shortlisting, candidates will be called for the **Interview.**
- Candidates, appearing for the **Interview**, should bring the following documents:
 - Cover letter with detailed CV including chronological discipline of degrees/certificates obtained.
 - Experience including research, industrial field and others.
 - Proof of the 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