



DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref. No.- 2023/TIH-IITR/918

Date-27.02.2024

Advertisement for the post of Associate (HR)

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

- Position: **Associate (HR)**
- No. of Vacancy: **01**
- Location: **Roorkee, Uttarakhand**
- Company: **Divyasampark iHub Roorkee for Devices Materials and Technology Foundation (A Section 8 - Not for Profit Company)**

QUALIFICATIONS:

- Candidate needs to have a bachelor's degree in B. A, B. Com, B.Sc., BBA, and any relevant field.
- Preference will be given to individuals with relevant knowledge and skills for the job profile.

*****This position is for young individuals, and preference will be given to them since it is a junior position.***

*****Candidates applying for more than one position will not be considered.***

JOB PROFILE:

- Coordinate in the HR section in recruitment processes, managing job fairs, reviewing resumes, scheduling interviews, and conducting initial screenings.
- Facilitate the onboarding process for new hires, ensuring a seamless and positive experience.
- Assist in the implementation of HR policies and procedures.
- Maintain updated employee records in the HR database.
- Provide support for HR activities, including performance management, employee engagement initiatives, and resolving employee relations matters.
- Prepare HR-related documentation.
- Assisting in settling travel bills, advance, and reimbursement processes.
- Ability to effectively utilize HR software.
- Assist in making reports.

RELEVANT SKILL SET:

- Familiarity with HR best practices and recruitment strategies.

 **Main Office:** Indian Institute of Technology Roorkee, Uttarakhand- 247667

Branch Office: IIT Roorkee GNEC, Plot No. 20, Park II, Greater Noida-201306



Office: 01332-285050

IVR No.: 9555336655



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<https://tih.iitr.ac.in/>



- Prior internship or work experience in HR is preferred.
- Proficiency in MS Office Suite.
- Familiarity with HR software is a plus.
- Proficiency in drafting HR-related documents.
- Knowledge of payroll processing.

PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Excellent interpersonal skills to communicate effectively across the organization.
- Must be a team player.
- Confidentiality
- Reporting skills
- Time Management
- Deadline-Oriented
- Ability to work in cross functional team.
- Problem-solving skills.

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 should apply by filling up the below Google form: <https://forms.gle/d9R8oWsG3E82cQAS7>
- Last Date to Apply: ~~05 March 2024~~ 15 March 2024

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

- After shortlisting, candidates will be called for the Interview that can be online, offline or both.
- Selected candidates appearing for Interview should submit the following documents:

- Cover letter with detailed CV including chronological discipline of degrees/certificates obtained.
- Experience including research, industrial field, and others.
- Proof of last salary drawn.
- Please note that no TA/DA is admissible for attending the interview.

Authorized Signatory

Neeraj Anand

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