



DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref. No.-2023/TIH-IITR/919

Date-27.02.2024

Advertisement for the post of Associate (Operations)

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

- Position: **Associate (Operations)**
- 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:

- Master's degree in Mathematics or M.Tech.
- 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 DESCRIPTION:

- Work closely with the technical team to assist in various fellowship programs.
- Implement and maintain an efficient system for daily operations.
- Handling Data Management and maintaining records of the various projects.
- Prepare proper reports for screening, shortlisting, evaluating etc.
- Collaborate with cross-functional teams to ensure seamless integration of technology solutions.
- Stay updated on the latest industry trends and emerging technologies to recommend innovative ideas and solutions.
- Should have good knowledge of conducting meetings online.
- Should have basic knowledge of startup funding and related process.

RELEVANT SKILL SET:

- Strong understanding of key technical skills.
- Proven experience in technical roles.
- Excellent problem-solving and analytical abilities.
- Effective communication skills and working in a collaborative team environment.
- Eagerness to learn and adapt to new technologies.
- Based on the office requirement, the candidate may need to work on weekends.

 **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

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



- Willing and comfortable at traveling.

PERSONAL CHARACTERISTICS & BEHAVIOURS:

- Excellent interpersonal skills to communicate effectively across the organization.
- Must be a team-player.
- Reporting skills
- Confidentiality
- Time Management
- Deadline-Oriented
- Ability to work in cross-functional teams.
- Strong analytical and 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 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 last salary drawn.
 - Please note that no TA/DA is admissible for attending the interview.

Authorized Signatory

Neeraj Anand

