

# Vishlesan I-Hub Foundation

INDIAN INSTITUTE OF TECHNOLOGY PATNA

ADVT NO: TIH/22-7

**(Deadline for Application Submission June 21, 2022)**

IIT Patna Vishlesan I-Hub Foundation is a Section 8 – Not for Profit Company. The company is to operate as a Technology Innovation Hub (TIH) for technology development and act as a nodal centre spearheading the activities in “speech, video, and text analytics” under Technology Incubation Hub (TIH) of National Mission on Interdisciplinary Cyber Physical Systems (NMICPS) department of Science and Technology, Government of India.

Interested candidates are invited for **Senior Admin** positions, purely on temporary and contractual basis. Other details are as follows:

<b>Name of the Post</b>	<b>Senior Admin</b>
No. of post	1 (One) like to increase
Emoluments (Consolidated)	<ul style="list-style-type: none"><li>Rs 2.4 – 3.6 Lakhs per annum consolidated, with annual increment of up to 6% of initial salary may be considered based on performance.</li></ul>
Role	<ul style="list-style-type: none"><li>Provide clerical and administrative support to Manager.</li><li>Compile and update employee records (hard and soft copies). Coordinate meetings, trainings and take minutes.</li><li>Preparing Utilization Certificates in coordination with Accountant and maintain accounting documents.</li><li>Assist in payroll preparation by providing relevant data (absence, bonus, leaves etc) to TIH Management/IIT (R&amp;D) to address the requests.</li><li>Properly handle complaints and grievances procedures.</li><li>Other activities as assigned by the management from time to time.</li></ul>
Minimum Educational Qualification & Experience	<ul style="list-style-type: none"><li>Graduate/Post Graduate from reputed Institute/Universities, candidate must have a minimum 2-3 years’ experience of relevant work in admin and operations.</li><li>Strong written and verbal communication.</li><li>Work experience in government organization must be preferred.</li></ul>
Tenure of Appointment	<ul style="list-style-type: none"><li>Initially for a period of Six Months which may be extended further on subject to performance of the incumbent and continuation of the project. Appointment may be terminated by either side by a notice of one month.</li></ul>
Age	<ul style="list-style-type: none"><li>Not more than 40 Years as on closing date of advertisement.</li></ul>
Accommodation	<ul style="list-style-type: none"><li>Suitable accommodation within the IIT Patna campus will be provided as per the availability.</li></ul>

Interested candidates should fill the details through Google form available under this advertisement at IIT Patna and TIH IIT Patna website before June 21, 2022.

<https://forms.gle/WnhdrdkwTZoLQkd36>

For any query, please write to [vishlesan-i-hub-foundation@iitp.ac.in](mailto:vishlesan-i-hub-foundation@iitp.ac.in)

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