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Advertisement for the posts of Senior Executive (2)

Location: IIT Patna

Company:IIT PATNA VISHLESAN I-HUB FOUNDATION

(A Section 8 - Not for profit Company)

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About the Company

1) To operate as a Technology Innovation Hub (TIH) for technology **development** and act as a nodal center spearheading the activities in "speech*, video, and text analytics*" under Technology Incubation Hub (TIH) of National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS).

2)   To organize, undertake, monitor and promote programs under "*speech, video, and text analytics*" mainly in three major sub-domains: speech, video, and text analytics, with applications in the areas of **Tourism, Judiciary, Railways, Border Management/Security, Environment, Forest and Climate Change, Education, Health, Electronics and IT, Road Transport, Housing and Urban Affairs** and also other related areas. The aim of the hub is to undertake developments of new areas of research, technology development, innovation, professional education, entrepreneurship, brand building, technology commercialization and product management; for the dissemination and deployment of intellectual property; and for public outreach in the above mentioned areas.

3)   To create a platform for research and innovation in the area of "*speech, video, and text analytics*" mainly in the following major domains: **Tourism, Judiciary, Railways, Border Management/Security, Environment, Forest and Climate Change, Education, Health, Electronics and IT, Road Transport, Housing and Urban Affairs** and also other related areas between IIT Patna and industry.

4)   To incubate and nurture the translation of ideas and innovations in the field of "speech, video and text analytics" emerging from the scientific, technological and knowledge capital, to generate commercial and social impact and to contribute to the economic development and social well-being of the Region and Country by building the necessary infrastructure for creation and translation of technology to market readiness, by supporting adoption of it by existing ventures and creation of startup ventures, and by creating networks between academia, industry and financial institutions and other such assistance as required,

5) The company will be supported by the DST for five years, following which it should generate its own revenue to continue with its functions.

No of positions: 2

Educational Qualification and Experience:

Bachelor's Degree (10+2+3 pattern) or equivalent in any discipline with relevant experience of three years in the field of administration / academic / Industries after the qualifying degree. For applicants with Master's degree, duration of 2 (two) years would be counted towards experience. Knowledge of computer applications (MS office) is must.

Job would involve:

- Provide clerical and administrative support to project managers
- Compile and update employee records (hard and soft copies)
- Processes documentation and prepare reports relating to personal activities (staffing, recruitment, training, grievances, performance and evaluations etc).
- Coordinate meeting, training, surveys etc. and take minutes.
- Deal with employee request regarding human resources issue, rules and regulations and interface with TIH management to address the request.
- Preparing utilization certificate in coordination with Accountant.
- Maintaining accounting.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves etc.) to TIH management/IIT (R&D) to address the request.
- Properly handle complaints and grievances procedures.
- Conduct initial orientation to newly hired employees.
- Other activities as assigned by the management from time to time.

Other essential skills:

- Very strong written and verbal communication skills.
- Ability to work on MS Office specially Word, Excel, Power Point and Tally.

Compensation: Upto Rs. 3.6-5.4 lakhs annual (based on experiences, and negotiable) fixed salary (no allowances and accommodation)

Tenure: Initially 3 years (Renewable based on annual performance/appraisal)

The above criteria may be relaxed for candidates with exceptional Qualification and experience.

Age: Less than 40 years

Termination: It is a temporary position and the service of the employee shall be liable to termination at any time by notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be three months. Company may withdraw or discontinue any position any time.

Note: Interested aspirants may forward their details (application letter in support of the post along with CV and other documents as one PDF file) to vishleshan-i-hub-foundation@iitp.ac.in (cc to **adean_rnd@iitp.ac.in**) by February 28, 2021. The few best candidates will be called for test/interaction/interview

All candidates are also required to submit/send their resume along with copies of documents providing eligibility and experience by HARD COPY via registered/speed post to the address given below. The post applied for should be specified on the envelope:

Associate Dean Research and Development
Indian Institute of Technology Patna
Amhara Road, Bihta, Patna-801106
Bihar, India

Resume should have details like Name of the post applied, Candidate's name, father's name, date of birth of the candidate, present and permanent address, mobile no, email id, qualification including mark percentage of boards/universities, years of relevant experience, skill set, area of expertise and other relevant information which shall suit the requirement of TIH, IIT Patna.

Last date for submission of applications is 28th February 2021. Applications submitted with the attached prescribed format will be only considered for further process. Applicant may enclose his/her resume along with it.

You can visit www.iitp.ac.in-> notice board for more details.
Shortlisted candidates will be called for a test/interview. The date of test/interview shall be intimated to the shortlisted candidates via email/Institute website (www.iitp.ac.in)

APPLICATION FORM

Post Applied : _____

Candidate's Name : _____

Date of Birth : _____Age as on 28.02.2021_____ Gender_____ Marital Status_____

Father's Name : _____ Nationality _____

Present Address :
_____

Permanent Address : _____

Phone No : _____ Email : _____

Educational Qualification

Board/ University	Exam Passed	Year of Passing	Marks Obtained	Percentage/ Division

Work Experience

Sl No.	Organization	Period	Total Years/Months	Role/ Designation
1				
2				
3				
4				

Skill Set and Area of expertise:

Note: This is mandatory to fill up this application. Applicant may enclose his/her resume along with it.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Date: Signature of applicant

Place: