



## DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref. No.-2022/TIH-IITR/232

Date- 24.06.2022

### Advertisement for the post of Associate (Programs)

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

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

#### **QUALIFICATIONS:**

- Graduate/Post Graduate.
- 2+ years of experience in a similar field will be plus.
- Knowledge of website designing & marketing will be given preference.

#### **JOB DESCRIPTION:**

- Assisting the manager in organizing, planning and implementing strategies.
- Compiling & maintaining the data/record of training programs, collaborations & extension center of iHUB DivyaSampark.
- Co-ordinate & follow-up with the faculty members, Ed-Tech companies and extension center of iHUB DivyaSampark (spoke hubs).
- Recording of courses that has been or will be launched with faculty members.
- Responsible for implementing or execution of the plan.

#### **REQUIRED SKILLSET & RELEVANT EXPERIENCE:**

- Knowledge and work experience on training will be given preference.
- Strong business application skills using Microsoft Office suite.
- Fluency in English and good communication skills and a good listener.

#### **PERSONAL CHARACTERISTICS & BEHAVIOURS:**

- Must be a team-player.
- Interpersonal and communication skills
- Reporting skills
- Confidentiality
- Good analytical skills and ability to work under pressure.
- Problem-solving ability



## 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

- Time Management

### 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 please note:**
  - **Application for multiple posts @ iHUB DivyaSampark may lead to rejection of the application.**
  - **Screening of application will be done in every 15 days. The advertisement will be opened until we find a suitable candidate for the post.**
- Candidates should apply by filling up the below google form:  
<https://forms.gle/X4as1W33wHWvvh5b9>
- After shortlisting, only shortlisted candidates will be called for the **Interview**.
- **Interview can be either Online or Offline or both.**
- Candidates, appearing for **Interview**, should bring or submit the following documents:
  - Cover letter with detailed CV including chronological discipline of degrees/certificates obtained.
  - Proof of 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