



DIVYASAMPARK iHUB ROORKEE FOR DEVICES MATERIALS AND TECHNOLOGY FOUNDATION

Ref. No.- 2022/TIH-IITR/231

Date- 24.06.2022

Advertisement for the post of Associate (Technical & Operations)

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

- Position: **Associate (Technical & Operations)**
- 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.
- 1+ years of experience in a similar field will be plus.
- Knowledge of HTML, PHP and CSS etc will be given preference.
- Knowledge of website designing & management will be given preference.

JOB DESCRIPTION:

- Assisting in day to day operational work at office.
- Responsible for data management & storage.
- Assist in technical procurement of any item.
- Responding to and troubleshooting all website issues.
- Identifying and responding to all website security breaches.
- Ensuring that the website is protected by enabling the appropriate security measures.
- Conducting content audits to eliminate redundant and/or duplicate information.
- Creating appropriate website content aligned with the organization's strategy.
- Ensuring website quality and efficiency by conducting regular test plans.
- Improving the user experience of the website regularly.
- Collaborating with the team and management to ensure that the website aligns with brand strategy and meets the organization's standards.
- Creating strategies to grow subscriber base and web traffic metrics.
- Ensuring full compliance on the website with all laws and regulations.



REQUIRED SKILLSET & RELEVANT EXPERIENCE:

- Knowledge of proper coding will be given preference.
- Good knowledge of Adobe suite, Content Management Systems, and Microsoft office suite.
- Great understanding of Search Engine Optimization (SEO) and Paid Per Click (PPC).
- Knowledge of operating system (Windows, LINUX etc.)
- Based on the office requirement the candidate may need to work on weekend.
- 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
- 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.**

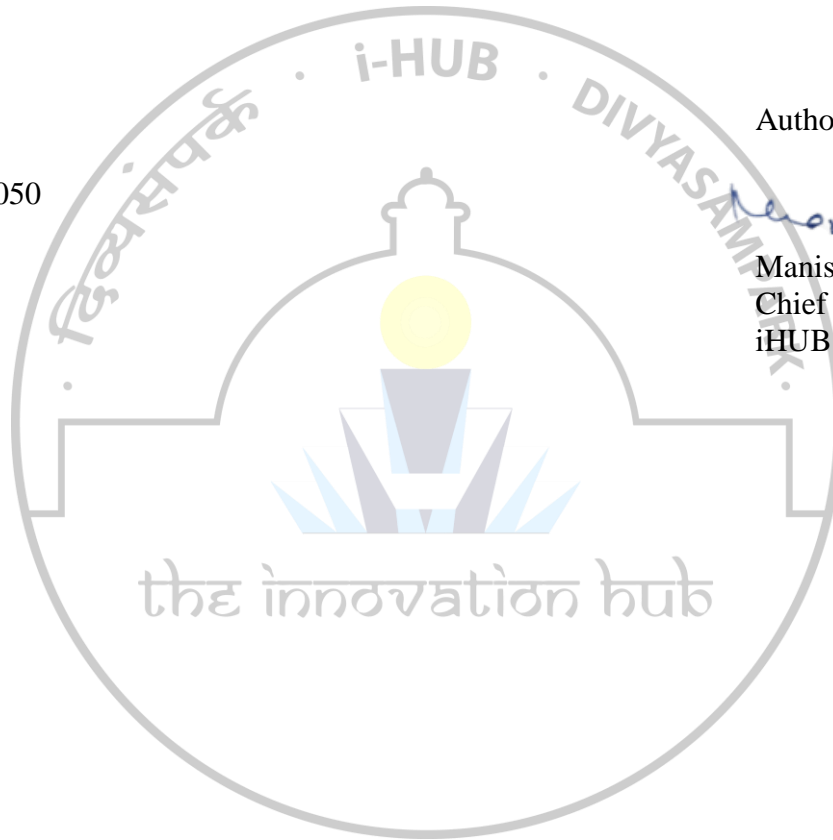


iHUB DivyaSampark

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

- 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
Manish Anand
Chief Executive Officer
iHUB DivyaSampark