



iHub Drishti Foundation
Indian Institute of Technology Jodhpur
Recruitment
Multi-Tasking Staff

TIH/iHub Drishti/2023-24/Recruitment/20; Dated: 9 February 2024
N.H. 62, Nagaur Road, Karwar, Jodhpur 342037, Rajasthan (India)
Website: <https://ihub-drishti.ai/> eMail: hr@ihub-drishti.ai

iHub Drishti Foundation (iHub Drishti) is a Section-8, Not-for-profit Company, promoted by and at the Indian Institute of Technology Jodhpur under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. iHub Drishti is a Technology Innovation Hub focused around “Computer Vision, Augmented Reality and Virtual Reality.”

iHub Drishti Foundation invites applications from Indian Nationals possessing an excellent academic background and relevant experience for the post of:

Job Title: Multi-Tasking Staff

Position Overview:

We are seeking a detail-oriented and organized Multi-Tasking Staff to join our team. The successful candidate will play a crucial role in maintaining an efficient and productive office environment. The Multi-Tasking Staff will be responsible for a variety of administrative and clerical tasks, ensuring smooth day-to-day operations and supporting the overall success of the organization.

Key Responsibilities:

- Office Supplies and Inventory:**
 - Monitor and replenish office supplies as needed.
 - Maintain and keep track of inward and outward registers.
- Assistance to Staff:**
 - Support staff with various administrative tasks and provide assistance as needed.
- Event Coordination:**
 - Assist in organizing office events, meetings, and team-building activities.
 - Coordinate logistics for internal and external events.
4. Any other tasks assigned by the competent authority.

Essential Qualification:

- Minimum educational qualification of 10+2 or equivalent

Desirable:

- Excellent teamwork and time-management skills.
- Strong communication and interpersonal abilities.
- Ability to handle multiple tasks and prioritize effectively.
- Detail-oriented and capable of maintaining a high level of accuracy.

This is a full-time position with opportunities for growth within the organization. If you are a motivated and organized individual looking to contribute to a dynamic team, we encourage you to apply.



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Information regarding the application process:

Applications will be accepted via (<http://tinyurl.com/42t6uewp>). Interested candidates may apply by sending their CV covering educational and professional qualifications in the relevant field along with work experience, last salary drawn, contact details, and references with necessary self-attested documentary evidence by filling the above-mentioned form **till 25th February, 2024.**

Although recruitment will be prioritized based on need in certain areas within a particular discipline, applications may also be considered from exceptional candidates with backgrounds in other areas of the specified discipline.

- (1) Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
- (2) Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of the submission of the online application.
- (3) In the case of exceptional candidates, the iHub Drishti Foundation reserves the right to relax qualifications and/or experience.
- (4) *Shortlisted candidates shall be called for the further recruitment process.*
- (5) *The decision of the board will be final for both shortlisting and selection process.*
- (6) iHub Drishti Foundation reserves the right to fill or not to fill any or all of the advertised posts.
- (7) No hard copy application is to be submitted. No email application is to be submitted.
- (8) No correspondence will be entertained from the candidates in connection with the process of selection/interview.
- (9) Canvassing in any form will be a disqualification. The application which is incomplete and not in the prescribed format will be summarily rejected.
- (10) Applications with insufficient information or without relevant supporting documents will not be considered for further processing. Applications without self-attested supporting documents will be summarily rejected.
- (11) Persons employed in Government/ Quasi-Government organizations should submit their applications through proper channels.
- (12) Specific queries, if any, may be directed to the e-mail: hr@ihub-drishti.ai.
- (13) iHub Drishti Foundation may verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedent or background and has suppressed the said information, then his or her services shall be terminated.
- (14) Any dispute with regard to the selection/recruitment will be subject to Courts / Tribunals having jurisdiction at Jodhpur.