



**iHub Drishti Foundation**  
**Indian Institute of Technology Jodhpur**  
**Recruitment**

**Executive Assistant (Legal and Compliances)**

TIH/iHub Drishti/2023-24/Recruitment/15; Dated: 08 November 2023

N.H. 62, Nagaur Road, Karwar, Jodhpur 342037, Rajasthan (India)

Website: <https://ihub-drishti.ai/> eMail: [hr@ihub-drishti.ai](mailto: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: Executive Assistant (Legal and Compliances)**

**Position Overview:**

As a Executive Assistant (Legal and Compliances), you will provide crucial support to the legal department by assisting in various legal tasks and administrative duties. This entry-level position is an excellent opportunity to gain practical experience in the field of law and contribute to the efficient operation of the legal team.

**Key Responsibilities:**

1. Document Management: Organize and maintain legal documents, contracts, and records in an organized and easily accessible manner.
2. Legal Research: Assist in legal research, including case law, statutes, and regulations, and compile relevant information for use by legal professionals.
3. Drafting and Proofreading: Prepare legal documents, correspondence, and memos under the supervision of attorneys. Proofread and review documents for accuracy.
4. Filing and Court Filings: Prepare and file legal documents with courts, government agencies, and other relevant entities, ensuring adherence to deadlines and requirements.
5. Case Management: Help in managing case files, scheduling hearings, and tracking deadlines.
6. Client Interaction: Interact with clients, other law firms, and external parties professionally and courteously, both in person and via phone and email.
7. Legal Compliance: Ensure compliance with legal regulations and internal policies.



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8. Administrative Support: Provide administrative support, including calendar management, scheduling, and general office duties as required.
9. Intellectual Property Filing: Prepare and file patent, trademark, and copyright applications with the appropriate government agencies, ensuring compliance with filing deadlines and requirements.
10. Meeting Facilitation and Documentation: Coordinate and document HGB Meetings, Board Meetings, and AGMs, supporting the CEO/Project Director in ensuring effective organization and meticulous drafting of minutes.
11. Compliance Management: Aid in ROC filing, oversee Income Tax compliances, and facilitate statutory audits, contributing to regulatory adherence and financial transparency.
12. Any other tasks as assigned by the management.

**Essential Qualification and Knowledge with Expertise:**

- Bachelors (Legal) with first division

**Desirable:**

- CS (Company Secretary) qualification is a strong plus.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Attention to detail and the ability to work with precision.
- Proficiency in Microsoft Office Suite, particularly Word and Excel.
- Familiarity with legal research tools and databases is a plus.
- Strong work ethic and a commitment to maintaining confidentiality.
- Ability to work independently and as part of a team.
- Willingness to learn and adapt to new tasks and responsibilities.
- Knowledge of relevant legal terminology and procedures.

**Compensation:** 3-7 LPA (based on the qualification and experience of the candidate)

**No. of positions:** 2

**Information regarding the application process:**

**Applications will be accepted via (<https://tinyurl.com/4zzfhzvg>).** 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 30th November, 2023.**



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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](mailto: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.