iHub Drishti Foundation
Indian Institute of Technology Jodhpur
Recruitment
Executive Assistant (HR)
TIH/iHub Drishti/2025-26/Recruitment/05; Dated: 07 July 2025
N.H. 62, Nagaur Road, Karwar, Jodhpur 342030, 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 invite applications from Indian Nationals possessing an excellent academic background and relevant experience for the post of:

Job Title: Executive Assistant (HR)

Job Profile:

- Enhance the organization's HR by planning, implementing and evaluating human resource programs and policies.
- Bridge employee relation and management gap by addressing grievances and demands.
- Manage end-to-end employee lifecycle operations — from onboarding to off boarding.
- Manage onboarding and documentation to deliver a smooth new hire experience.
- Ensure data accuracy and integrity within the HR ERP/HRMS system by regularly updating employee records.
- Support employee lifecycle management, including internal transfers and contract renewals.
- Oversee attendance and leave management, ensuring timely and accurate inputs and escalations when needed.
- Coordinate and execute employee engagement initiatives that foster inclusion and enhance employee satisfaction.
- Manage exit formalities in line with organizational policies, using HR ERP/HRMS tools to streamline full-and-final settlements.
- Manage end-to-end recruitment lifecycle — from requisition to offer rollout.
- Sourcing & Screening: Source qualified candidates using job boards, LinkedIn, social media, referrals, and other professional networks. Review resumes and applications to identify profiles that match job requirements.
- Interviewing & Selection: Conduct initial screening calls and coordinate technical/managerial interviews. Schedule interviews, gather feedback from stakeholders, and maintain accurate records in the ATS.
- Strategy & Planning: Assist in developing recruitment strategies tailored to specific roles and business functions.
- Metrics & Reporting: Track and analyze key recruitment metrics like time-to-hire, cost-per-hire, offer-to-join ratio, and quality of hire. Share regular reports with HR leadership and identify areas for process improvement.
- Foster a positive and open work environment.
- Handle workplace investigation, disciplinary and termination procedure.

Essential Qualification and Knowledge with Expertise:

- Degree in Bachelors of Business Administration (BBA) from a recognized University/Institute or Degree in Social Work / Public Administration / Human Resource Management or Master's in Business Administration (MBA) from a recognized University/Institute / Master's in Human Resource Management/ Public Administration/ Industrial Relations/ Social Work from recognized university/Institute.

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- Demonstrable experience with human resources metrics. Knowledge of HR systems and databases. Ability to architect strategy along with leadership skills.
- Demonstrable experience in planning a recruitment cycle, Liaison with external agencies, Liaison with departments, Conduct of written examination and interviews & other post interview procedures, Finalization of offer of appointment.
- Excellent active listening, negotiation and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company. In-depth knowledge of labour law and HR best practices.
- Proven Experience in onboarding and orientation of new employees, Document Collection and Verification, assisting in initial orientation to introduce the employee to the company culture, values, and policies and record management.
- Assist in compliance with labor laws, regulations, and internal policies. Generate HR reports and analytics as needed.

Compensation

- As per discretion of the Board with annual performance linked incentives in addition.
- Tenure: Initially 1 year (reviewable and renewable based on performance)
- Age: Preferably less than 40 Years
- Location: Jodhpur (may not be a constraint)

Information regarding the application process:

Applications will be accepted via (**https://forms.ihub-drishti.ai/ihubdrishtifoundation/form/ExecutiveAssistantHR2025/formperma/IYy1BDIqbvbeoplbloRPz96ycz0OEPqG_6_O9g7yT0c**). 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 documentary evidence by filling above mentioned form **on or before the last date of September 10nth, 2025.**

Additional information:

(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) The qualification prescribed should have been obtained from recognized Universities/ Institutions.

(4) In case of exceptional candidates, the iHub Drishti foundation reserves the right to relax qualifications and/or experience.

(5) *Shortlisted candidates shall be called for the further recruitment process.*

(6) *Decision of the board will be final for both Shortlisting and Selection process.*

(7) iHub Drishti foundation reserves the right to fill or not to fill any or all of the advertised posts.

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(8)   iHub Drishti Foundation reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason.

(9)   No hard copy application is to be submitted. No email application is to be submitted.

(10)   No correspondence will be entertained from the candidates in connection with the process of selection/interview.

(11)   Canvassing in any form will be a disqualification. Application which is incomplete, not in prescribed format, will be summarily rejected.

(12)   Application 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.

(13)   Persons employed in Government/ Quasi-Government organizations should submit their applications through proper channels.

(14)   The appointed person shall have no claim of appointment / absorption in any companies, departments or centers of IIT Jodhpur.

(15)   The appointment of the applicant will be governed by the terms & conditions of the iHub Drishti Foundation, IIT Jodhpur in effect on time-to-time basis

(16)   Specific queries, if any, may be directed to the email: hr@ihub-drishti.ai.

(17)   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 antecedents or background and has suppressed the said information, then his or her services shall be terminated.

(18)   Any dispute with regards to the selection/recruitment will be subject to Courts / Tribunals having jurisdiction at Jodhpur.

Officer In-charge
iHub Drishti Foundation
TIH on CV-ARVR, NM-ICPS
Indian Institute of Technology Jodhpur