

# Vishlesan I-Hub Foundation

INDIAN INSTITUTE OF TECHNOLOGY PATNA

ADVT NO: TIH/22-4

**(Direct Interview on May 23, 2022)**

IIT Patna Vishlesan I-Hub Foundation is a Section 8 – Not for Profit Company. The company is to operate as a Technology Innovation Hub (TIH) for technology development and act as a nodal centre spearheading the activities in “speech, video, and text analytics” under Technology Incubation Hub (TIH) of National Mission on Interdisciplinary Cyber Physical Systems (NMICPS) department of Science and Technology, Government of India.

Interested candidates are invited for “Direct Interview” for **Attendant** positions, purely on temporary and contractual basis. Other details are as follows:

<b>Name of the Post</b>	<b>Attendant</b>
No. of post	1 (One) like to increase
Emoluments (Consolidated)	<ul style="list-style-type: none"><li>Rs 1.5 -2.5 Lakhs per annum, with annual increment of up to 6% of initial salary may be considered based on qualification and expertise.</li></ul>
Role	<ul style="list-style-type: none"><li>Assist with day to day operations in organizing files, copying and scanning files.</li><li>Updating paperwork, maintaining documents and word processing.</li><li>Coordinating in events and meetings as necessary.</li><li>Creating, maintaining and entering information into registers</li><li>Ensure neat and clean office area maintain effective environment with employees and other members.</li></ul>
Minimum Educational Qualification & Experience	<ul style="list-style-type: none"><li>10<sup>th</sup> / 12<sup>th</sup> Pass from reputed schools or organization.</li><li>Work experience in government organization must be preferred.</li><li>Polite and presentable with good interpersonal skills.</li><li>Ability to read, write and understand Hindi/English.</li></ul>
Tenure of Appointment	<ul style="list-style-type: none"><li>Initially for a period of Six Months which may be extended further on subject to performance of the incumbent and continuation of the project. Appointment may be terminated by either side by a notice of one month.</li></ul>
Age	<ul style="list-style-type: none"><li>Not more than 40 Years as on closing date of advertisement.</li></ul>
Accommodation	<ul style="list-style-type: none"><li>Suitable accommodation within the IIT Patna campus will be provided as per the availability.</li></ul>

## **Direct Interview Process**

Interested candidates should report IC IIT Patna with a copy of updated CV and original documents **at 9:30AM on May 23, 2022.**

For any query, please write to [vishleshan-i-hub-foundation@iitp.ac.in](mailto:vishleshan-i-hub-foundation@iitp.ac.in)