**ADVERTISEMENT
FOR
JUNIOR EXECUTIVE
AT
IIT MANDI IHUB AND HCi FOUNDATION**
A Section – 8 Company
Location – IIT Mandi Campus

About IIT Mandi iHub and HCI Foundation: About iHub: IIT Mandi iHub and HCi Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is **"Human-Computer Interaction."** The vision of the iHub is to be an internationally recognized hub that nurtures HCi research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

Applications are invited for the position of Junior Executive

Apply Here: https://form.typeform.com/to/vcJFJPJK

The Role

We are seeking a Junior Executive – Skill Development to support the planning and execution of skill development and training programs. The ideal candidate will assist in trainee coordination, documentation, reporting, and program implementation, ensuring smooth operations, effective coordination, and successful delivery of training initiatives.

Responsibilities:

o Support planning and execution of skill development and training programs.
o Coordinate mobilization, enrollment, and batch formation of candidates.
o Maintain accurate databases and records of trainees, attendance, assessments, and certifications.
o Track trainee progress and support documentation and reporting requirements.
o Coordinate with trainers and training centers to ensure smooth program delivery.
o Counsel and guide candidates on courses, career pathways, and program benefits.
o Handle communication and regular follow-up with trainees.
o Assist in organizing assessments, certification processes, and placement activities.
o Coordinate placement drives and maintain placement records and reports.
o Support industry linkages and employer coordination for trainee placements.
o Ensure compliance with project guidelines and organizational policies.
o Assist in conducting workshops, awareness sessions, and outreach activities.
o Prepare MIS reports and submit updates to reporting managers.
o Support administrative and logistical arrangements for training programs.

Essential Qualification:

Position	Qualification	Years of Experience
Junior Executive	Bachelor's degree with a minimum of 55% marks.	2-3years
	Master's Degree	Minimum 1 year

Desirable Experience:

- Previous experience in MIS and data management.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Attention to detail and accuracy in managing records.
- Ability to prioritize tasks and meet deadlines.
- Professional and approachable demeanor when interacting with stakeholders.
- Ability to work independently and as part of a team.

Remuneration:

Up to INR 25,000/- per month based on experience.

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCi Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, 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 clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.*
6. ***The applications will be considered till the post is filled.***

Contact us: IIT Mandi iHub and HCi Foundation, IIT Mandi, North Campus, Kamand, District Mandi, HimachalPradesh 175005
Email: hr@ihubiitmandi.in
Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions.