



आईआईटीआई दृष्टि सीपीएस फाउंडेशन, भारतीय प्रौद्योगिकी संस्थान इन्दौर
खंडवा रोड, सिमरोल, इन्दौर – 453 552, मध्य प्रदेश, भारत
IITI DRISHTI CPS Foundation, Indian Institute of Technology Indore
Khandwa Road, Simrol, Indore - 453 552, Madhya Pradesh, India

CIN: U73100MP2020NPL054322

IITI DRISHTI CPS FOUNDATION
(A Section 8 - Not for Profit Company)

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2025/02

Date: 20 Jan 2025

IITI DRISHTI CPS Foundation (DRISHTI CPS in short), a Technology Innovation Hub (TIH) established at IIT Indore under the aegis of National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS), is working along the technology vertical of System Simulation, Modelling and Visualization. DRISHTI CPS is committed to fostering technology development and commercialization, skill development, startups support, and employment creation in the field of Cyber-Physical Systems. More details about the company are available at: <http://drishticps.iiti.ac.in/>

Job Title: Executive Assistant

No. of Post:1

Job Location: IIT Indore

Responsibilities

- Manage professional scheduling for CEO and Project Director, including agendas, mail, email, phone calls, stakeholder management, and other company logistics
- Coordinate complex scheduling and calendar management, as well as flow of information to senior executives
- Manage CEO and Project Director's travel logistics and activities, including accommodations, and transportation
- Provide administrative and office support, such as maintenance of filing system and contacts database
- Maintain professionalism and strict confidentiality with all materials
- Organize team communications and support in events, both internal and external

Required skills and qualifications

- Any graduate with one year of experience in the similar role reporting directly to upper management
- Excellent written and verbal communication skills
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects
- Proficiency with office productivity tools and an aptitude for learning new software and systems
- Flexible team player, willing to adapt to changes



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Compensation: As per Industry Standards

Interested candidates may [click here](#) to submit the application.

Only shortlisted candidates will be called for a written test/interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirements. The company reserves the right to not fill up /cancel the post advertised without assigning any reason. In the case of selection, the role will be finalized by the selection panel and the decision will be binding. The position is contractual, full-time in nature and subject to periodic performance reviews.