



iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)
Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)** of the
Department of Science and Technology (DST), Government of India (GoI)



iHub-Anubhuti/2026/Hiring/02

Date: 13th April 2026

Inviting applications for the position of 'Manager - Operations & Administration'

IHUB ANUBHUTI-IIITD FOUNDATION (iHub-Anubhuti) is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Government of India. It is a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. Our charter includes creating Intellectual Property, Products and develop collaboration between industries, academic institutions and government agencies to innovate and developing data-driven cognitive computing and social sensing solutions leveraging artificial intelligence and machine learning.

iHub-Anubhuti is looking to hire an individual for the **Manager – Operations & Administration** position and invites applications for the same.

Job Title: Manager – Operations & Administration

No. of posts: One

Job Profile

The Manager of Operations & Administration will be responsible for the smooth day-to-day administrative functioning of the Hub. The ideal candidate must be highly organized and process-oriented, with hands-on experience in government portal management, procurement, and documentation. This role is crucial for ensuring that operational workflows, tender processes, and statutory reporting—specifically on the NM-ICPS portal—are executed efficiently and strictly adhere to organizational and government guidelines.

Job Responsibilities

1. Day-to-Day Operations & Facility Management

- Oversee the daily administrative operations of the iHub-Anubhuti office and incubation workspace.
- Coordinate with vendors, facility management teams, and the host institute (IIIT-Delhi) to ensure a seamless and well-maintained working environment.
- Manage logistics, inventory, and administrative arrangements for Hub meetings, events, workshops, and visits from government officials.

2. NM-ICPS Portal Management & Reporting

- Serve as the primary nodal point for managing and updating the NM-ICPS (DST) national portal.
- Preparation of reports as required time to time.
- Ensure timely, accurate, and comprehensive filing of project progress, financial utilization, startup metrics, and other required data on the portal.
- Coordinate with internal teams (finance, business development, research) to gather necessary data for portal compliance and periodic reporting to Funding Agencies.



iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)

Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)** of the Department of Science and Technology (DST), Government of India (GoI)



3. Documentation, Filing & Record Keeping

- Establish and maintain a highly organized, audit-ready physical and digital filing system for all operational, administrative, and procurement records.
- Ensure all important documents, contracts, MoUs, and compliance reports are securely stored, properly indexed, and easily retrievable.
- Assist in preparing operational reports, meeting minutes, and action-taken reports for internal management.

4. Additional Responsibilities

- Perform other related administrative and operational duties as deemed necessary by management such as Procurement.

Skill Sets, Knowledge, and Experience

- **Educational Qualifications:** Bachelor's degree in Business Administration, Commerce, Management, or any other relevant area. A master's degree is preferred.
- **Experience:** Minimum 3-5 years of hands-on experience in operations, administration, procurement, or compliance reporting. Prior experience working in a government-funded project, academic institute, or incubation center is a strong plus.
- **Desirable Traits:**
 - Prior experience with government portals, specifically NM-ICPS or similar DST reporting frameworks.
 - Knowledge of government procurement processes, GeM (Government e-Marketplace), and GFR guidelines.
 - Excellent organizational skills with a meticulous approach to filing and documentation.
 - Basic financial knowledge and experience of Tally
 - Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and digital record-keeping tools.

Compensation, Tenure, and Other Details

- **Compensation:** The consolidated salary will be in the range of **INR 8.40 Lakhs to INR 10.80 Lakhs** annually (CTC), commensurate with experience.
 - **Tenure:** The job will be of a contractual nature with an initial probation period of 6 months.
 - **Benefits:** All other benefits as per iHub's HR Policy shall be provided to the selected candidate.
-



iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)

Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)** of the Department of Science and Technology (DST), Government of India (GoI)



General Instructions

1. iHub-Anubhuti reserves the right to restrict or increase the number of candidates for the further recruitment process, based on its requirements, qualifications, and experience.
2. iHub-Anubhuti also reserves the right to reject any or all applications without assigning any reasons thereof.
3. Eligibility of a candidate for the post will not automatically mean that they will be shortlisted and called for the further recruitment process. No request in this regard will be entertained for review.
4. The selected candidate will be expected to join within a month from the date of the Offer of Appointment.
5. The compensation stated is tentative, and the selection committee may decide the salary as per the experience and qualifications of the candidate; there is no binding on the management in this regard.

How to Apply

Interested candidates may apply by filling google form.

<https://forms.gle/nGAQEHeCQaSaGVvt7>

Also, you may visit <https://anubhuti.tech/career>

This is a rolling advertisement until the position is filled. Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.