

IIT Mandi iHub and HCI Foundation

CIN: U73100HP2020NPL008102

Regd. Office: IIT Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

Office Attendant position at IIT Mandi iHub and HCI Foundation

Applications are invited from Indian citizens for the post of Office Attendant in the IIT Mandi iHub and HCI Foundation (iHub), situated on the Indian Institute of Technology (IIT) Mandi campus at Kamand, Himachal Pradesh, India – 175075.

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 vision of the iHub is to make India a leader in HCI research in the world. Based on faculty strengths, industry collaborations, and ongoing projects, the iHub's focus will be on the following: technology (interface) development and evaluation, HRD & skill development, entrepreneurship, and collaborations. For more information, visit <http://iitmandi.ac.in/TIH-HCI/>

Details: Human-computer interaction, also referred to as man-machine interaction (MMI), is a wide and multidisciplinary field that aims to improve the interactions between users and computers by making computers more usable and receptive to the users' needs. The area involves decision tasks that require a joint performance by both humans and machines. Some important aspects of HCI are user-interface design and user-interface evaluation.

Title of the Post: Office Attendant

Job profile: The office attendant is responsible for executing the clerical duties of iHub related work and handling internal communications, such as office memos. Any other activity related to the IIT Mandi iHub and HCI Foundation may also be assigned.

Minimum qualifications: A Graduate degree (preferably in science or computer science) with at least 60% marks from a recognized University/Institution and a minimum of one year of relevant work experience.

Joining date: As soon as possible.

Number of posts: One

Salary: Up to INR 13,000

Duration: 1-year and extendible upon performance.

Candidates meeting the qualifications and experience may submit their details and CV online via the following link for their interview:

<https://forms.gle/SaGnEqxKX2hmiJFj8> (deadline: by 5 PM on July 14th, 2021)

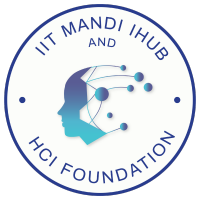
Interviews would be conducted in an online mode, where there may be multiple rounds of interviews. The date and time of this interview and the online link will be shared by email with candidates before the interviews.

The decision of the selection committee regarding the interview logistics and selection process for the post will be final.

The selection committee reserves the right to fill or not fill the advertised post.

Workplace: IIT Mandi iHub and HCI Foundation Office, SRIC Office, South Campus, IIT Mandi, VPO Kamand, District Mandi, Himachal Pradesh - 175075

Email: tih@iitmandi.ac.in | **Phone:** +91 1905 - 267132 | **Website:** <https://www.iitmandi.ac.in/TIH-HCI>



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For any additional clarifications/information, please contact: tih@iitmandi.ac.in

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