



IIT Mandi iHub & HCI Foundation

A Section 8 Not for Profit Company

Technology Innovation Hub (TIH) in Human Computer Interaction (HCI)

GSTIN 02AAFCI8203B1ZA

Regd. Office: Indian Institute of Technology Mandi, VPO Kamand, Mandi, Himachal Pradesh, India – 175075

Housekeeping Assistant at IIT Mandi iHub and HCI Foundation

Applications are invited for the post of Housekeeping Assistant 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 www.ihubiitmandi.in

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 field 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: Housekeeping Assistant

Job profile: The Housekeeping Assistant is responsible for housekeeping the iHub. Any other activity related to the IIT Mandi iHub and HCI Foundation may also be assigned.

Duties and Responsibilities

- Perform rotation cleaning duties as required
- Monitor and maintain cleanliness, sanitation, and organization of assigned work areas
- Sweep, scrub, mop, and polish floors
- Dust and polish furniture and fittings
- Maintain washrooms
- Maintain pantry, make/provide refreshments
- Running errands
- Clean metal fixtures and fittings
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.

Essential qualification and experience:

- Matriculation (10th) pass with basic office skills
- Experience in administrative or clerical activities is an added advantage

Desirable qualification and experience:

More than 1 year of experience.

Joining date: As soon as possible.

Number of posts: One

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

Email: tih@iitmandi.ac.in | **Phone:** +91 1905 - 267985 | **Website:** <https://www.ihubiitmandi.in>



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Salary: Up to INR 10,000

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/Nz4UYsQNzz9Yvyk6> (Deadline by 5 PM on 3rd August 2022)

Interviews would be conducted in an online/offline 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. For any additional clarifications or information, please contact: hr@ihubiitmandi.in

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