



IIT Mandi iHub & HCl Foundation
Technology in Harmony with Human Needs

**ADVERTISEMENT FOR
OFFICE ATTENDANT (DATA
COLLECTION)
IIT MANDI IHUB AND HCl FOUNDATION
A Section – 8 Company Location
– IIT Mandi Campus**

About IIT Mandi iHub and HCl Foundation: **About iHub:** IIT Mandi iHub and HCl 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 HCl 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 Office Attendant (Data Collection)

No of Positions: 01

Apply Here: <https://xt9iuyp9fqg.typeform.com/to/qgOdTth1>

The Role

We are seeking an organized Office Attendant to support our data collection efforts. The ideal candidate will be responsible for gathering, recording, and maintaining accurate data to support various office operations and projects. The role requires strong attention to detail, effective communication skills, and the ability to handle multiple tasks efficiently.

Responsibilities:

- **Data Acquisition:** Plan, organize, and conduct data collection activities, including capturing images and videos using various devices such as cameras, drones, or specialized equipment
- **Equipment Management:** Set up and maintain data collection equipment to ensure optimal performance and accuracy during data collection sessions.
- **Quality Assurance:** Monitor and evaluate the quality of collected data, ensuring it meets predefined criteria and is free from artifacts, noise, or other issues that could affect processing outcomes.
- **Data Annotation and Labelling:** Assist in the annotation and labelling of collected data to ensure it is accurately categorized and usable for training machine learning models.
- **Data Management:** Organize, store, and manage collected datasets, ensuring they are properly archived, backed up, and accessible to relevant stakeholders.
- **Report Management:** Document data collection procedures, maintain logs of data acquisition activities, and generate reports on data quality and completeness.

Qualification:

Position	Qualification	Years of Experience
Office Attendant (Data Collection)	Any Graduate/ Diploma in Engineering/ Computer Applications	1-2 years

Desirable Experience & Skills:

- Prior experience in a similar role or in data collection is preferred
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Good written and verbal communication skills.
- Ability to handle sensitive information with discretion.

Remuneration:

INR 13,500/- to 20,500/- per month based on experience.

Terms/Instructions:

1. Only shortlisted candidates will be contacted/informed through email/phone.
2. IIT Mandi iHub and HCl 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 HCl Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 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