



**ADVERTISEMENT  
FOR  
POSITION OF MANAGER/ASSISTANT MANAGER – HUMAN RESOURCES  
AT  
IIT MANDI IHUB AND HCI FOUNDATION  
A Section – 8 Company  
Location – IIT Mandi Campus**

**About IIT Mandi iHub and HCI Foundation:** **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 focus area of IIT Mandi iHub is “**Human-Computer Interaction.**” The vision of the iHub is to be an internationally recognized hub that nurtures HCI research, enables technology translation for industry, and scales skill development. The four verticals of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit [www.ihubiitmandi.in](http://www.ihubiitmandi.in)

**Position: Manager/Assistant Manager – Human Resources**

**Key Responsibilities:**

**Recruitment and Staffing:**

- Manage recruitment process, including job posting, screening, interviewing, and selection of candidates.
- Collaborate with hiring managers to identify staffing needs and plan for future talent requirements.
- Conduct new employee orientations and ensure a smooth onboarding process.

**Employee Relations:**

- Address employee inquiries and concerns and provide guidance on HR-related matters.
- Mediate conflicts and foster a positive work environment.
- Assist in the development and implementation of employee engagement initiatives.

**HR Policies and Compliance:**

- Develop and maintain HR policies and procedures.
- Ensure compliance with all relevant labor laws and regulations.
- Maintain employee records and manage HR documentation.

**Training and Development:**

- Identify training needs and assist in the planning and implementation of training programs.
- Support employee development and career growth initiatives.

**Performance Management:**

- Assist in the performance appraisal process.
- Work with managers to set performance goals and provide guidance on performance improvement.
- Benefits Administration:
- Assist in the administration of employee benefits, including health insurance, leave, and other related benefits.

### Data Analysis and Reporting:

- Compile HR data and generate reports to track key HR metrics.
- Use data to make recommendations for process improvement and HR strategy.

### Compliance and Legal:

- Stay updated on labor laws and regulations in India and ensure the organization's compliance.
- Assist in handling legal matters related to HR when necessary.

### Essential Qualifications:

- The position requires a minimum bachelor's degree in Human Resources, Business Administration, or a related field with a minimum of 60 % marks (7 CGPA). A master's degree in HR or an MBA will be preferable.

Position	Qualification	Years of Experience
Manager	Bachelor's Degree	10 Years
	Master's Degree	7 Years
Assistant Manager	Bachelor's Degree	8 Years
	Master's Degree	5 Years

- Should have relevant HR experience, including exposure to recruitment, employee relations, and HR administration.
- Strong knowledge of Indian labour laws and regulations.
- The position requires a clear focus on aligning with organizational goals and a business development attitude to communicate, present, assert and speak to all the ecosystem stakeholders involved.

### Desirable Skills/Traits:

- Experience working with non-profit organizations/Skill Development.
- Ability to take the initiative.
- Excellent managerial, collaboration, and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills and fluency in written and spoken English.
- Strong professional network
- Strong experience in working in teams, managing subordinates, and handling administration processes

**Remuneration: CTC ₹7,00,000 to ₹10,00,000 Per Annum**

**Link to Apply: <https://xt9iuyp9fqg.typeform.com/to/iZEqRZYN>**

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### Terms/Instructions:

1. Only shortlisted candidates will be contacted/informed through email/phone.
2. IIT Mandi iHub and HCI 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 HCI Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

**Email:** [hr@ihubiitmandi.in](mailto:hr@ihubiitmandi.in)

**Website:** [www.ihubiitmandi.in](http://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.*