



IITI DRISHTI CPS FOUNDATION
(A Section 8 - Not for Profit Company)

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2026/25

Date: 24th July 2026

IITI DRISHTI CPS Foundation is a Technology Translation Research Park (TTRP) hosted at IIT Indore and supported by the Department of Science & Technology (DST), Government of India. The Foundation focuses on Digital Healthcare, Cyber-Physical Systems, system simulation and modelling, translational research, and commercialization of deep-tech innovations. The Foundation works closely with researchers, clinicians, hospitals, healthcare institutions, government bodies, and industry partners to translate technologies from early-stage research to large-scale deployment and commercialization. One of the flagship platforms developed in-house is CharakDT, a rapidly evolving Digital Health and Clinical Decision Support ecosystem. More details about the company are available at: <https://drishticps.org/>

Job Title: Jr. Coordination Manager

Job Location: IIT Indore (Onsite)

No. of Positions: 1

Job Summary

The Jr. Coordination Manager will support day-to-day coordination, documentation, reporting, and communication activities across the Foundation's programs and initiatives. The role offers the opportunity to work closely with researchers, startups, industry partners, healthcare institutions, government agencies, and senior leadership while contributing to technology translation, innovation, and digital healthcare initiatives at IIT Indore.

Key Responsibilities:

- Coordinate and follow up on tasks with internal departments.
- Handle official correspondence and ensure smooth communication flow within the organization.
- Assist in data collection, compilation, and validation for internal and external reports.
- Support organizational communications through drafting reports, presentations, website content, social media updates, and stakeholder outreach materials.
- Support the planning and coordination of meetings, visits, workshops, reviews, and engagements involving government officials, industry leaders, researchers, and other distinguished guests.
- Assist in planning and executing organizational events, reviews, and visits.
- Maintain organized and accessible records while ensuring confidentiality and professional handling of sensitive information.
- Coordinate for travel arrangements, logistics, and reimbursements as required.



Key Skills required:

- Business Communication and Professional Writing
- Social Media Management
- Proficiency in MS Office, Google Workspace and standard office tools.
- Attention to detail, especially in handling records and documentation.
- Ability to manage multiple tasks and timelines simultaneously.

Qualifications & Experience

- **Education:** Bachelors'/Masters' Degree in any discipline or equivalent. Due to the nature of Organization, persons with Technical Undergraduate degree will be better suited.
- **Experience:** 2+ years of Experience
- **Preference:** Candidates with relevant experience in coordination, administration, communications, operations, program management, or stakeholder engagement.

Why Join Us?

- Opportunity to work within a Technology Translation Research Park hosted at IIT Indore and supported by the Department of Science & Technology (DST), Government of India.
- Exposure to cutting-edge research, digital healthcare innovations, startups, industry collaborations, and technology commercialization initiatives.
- Opportunity to interact with researchers, entrepreneurs, industry leaders, healthcare professionals, and government stakeholders.
- Dynamic work environment with opportunities for professional growth and cross-functional learning.

Compensation: As per Industry Standards

Interested candidates may [click here](#) to submit the application.

Only shortlisted candidates will be called for a written test/interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirements. The company reserves the right to not fill up /cancel the post advertised without assigning any reason. In the case of selection, the role will be finalized by the selection panel and the decision will be binding. The position is contractual, full-time in nature and subject to periodic performance reviews.