



Indian Institute of Technology Indore

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भारतीय प्रौद्योगिकी संस्थान इन्दौर
सिमरोल, इन्दौर 453 552, भारत

IIT Indore

Advertisement for the Recruitment of an Operations Coordinator

Applications are invited from interested and motivated candidates for the Operations Coordinator position at Charak Center for Digital Healthcare, IIT Indore, as per the following details

Position	Operations Coordinator
Number of Vacancies	01
Project Title	Charak Center for Digital Healthcare, IIT Indore
Fellowship duration	1 year (with possible extension)
Job Description	• Manage office operations, correspondence, and scheduling of meetings/events. • Maintain inventory records, files, and documentation related to projects, procurement, and HR. • Coordinate recruitment processes, including advertisement, scheduling interviews, and documentation. • Coordinate logistics for workshops, conferences, and visiting experts. • Collaborate with the DRISHTI CPS Foundation for procurement, payment processing, and administrative compliance related to the Charak Center project. • Coordinate with the technical and scientific team for procurement and expansion of center facilities. • Collect quotations, prepare comparative statements, and ensure compliance with institute and project procurement guidelines. • Liaise with IIT Indore departments including Dean R&D, Finance, Purchase & Stores, Administration, and Project teams. • Track file movement and follow up on approvals, bills, reimbursements, and project-related documentation. • Ensure smooth flow of information between the Charak Center, DRISHTI CPS Foundation, vendors, and institute offices. • Support internal and external communication for collaborations and project coordination. • Assist in the preparation and processing of reimbursements (Travel, Direct Purchase, etc.). • Handle vendor communication, quotation collection, and comparative statements. • Prepare payment requests, follow up with finance sections, and maintain expenditure records.
Essential Qualification	Bachelor's or Master's in relevant departments.
Fellowship	Rs. 35,000/- to Rs 50,000/- p.m. plus HRA as per the institute's norms. It is based on the candidate's performance. The review committee's decision will be considered as final.

Interested candidates are requested to apply at <https://forms.gle/GAcqvti3kqELWRmD9>

Only shortlisted candidates will be called for an interview. Selected candidates will be informed by email.

No TA/DA will be paid to appear in the interview.

Address for Correspondence:

Name: Padmaja Nanda (email: office.charak@iiti.ac.in)

Charak Center for Digital Healthcare

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