

Centre for Intelligent Product Development

About CiPD: The Centre for Intelligent Product Development (CiPD) has been established at IIIT Delhi to innovate in the space of intelligent product design and development and *to contribute towards turning India into a Product Nation.*

A primary goal of the centre is to bring together expertise from many research and expertise silos and foster innovation by creating indigenized product platforms that can help the industry to bring solutions to the market faster and at a significantly lower design cost and risk.

The Mission of the Centre is:

- To build the capability to develop **Globally Competitive Intelligent Products**
- To nurture a **sustainable product development ecosystem** in the country
- To **increase the pace of product development**

Why work with CiPD

CiPD offers you an opportunity to:

- Develop intelligent products to solve problems and improve efficiency
- Build human resources that contribute to making India a Product Nation
- Work in close collaboration with the world-class faculty at IIIT Delhi
- Work closely with, and learn under the mentorship of industry leaders
- Get exposed to the latest trends and research in product development

Position: Associate Liaison Officer

Number of Positions: 1

Responsibility:

- Engage with industry partners, academic institutions, startups, and external organisations to strengthen collaborations and ecosystem initiatives
- Manage documentation, reports, grant applications, approvals, and institutional communications
- Plan and execute workshops, events, panel discussions, and ecosystem engagement activities
- Create and publish social media content related to CiPD events including pre-event announcements, real-time coverage, and post-event highlights
- Support mentoring and engagement of students, interns, innovators, and early-stage startup teams
- Serve as the first point of contact for all external stakeholders of CiPD, including industry partners, academic institutions, investors, NGOs, and international organisations
- Coordinate and manage MoUs, Letters of Intent (LoIs), collaboration agreements, and formal partnership frameworks between CiPD and external entities
- Support business development activities, including partnerships, sponsored programs, proposals, and stakeholder management

Eligibility:

- Minimum Experience: 2 years after graduation (Masters with 0 years)
- Strong verbal and written communication skills.
- Ability to coordinate across multiple teams and stakeholders

Desirable Requirements:

- Experience preparing formal proposals, reports, or structured written communication
- Experience or interest in event planning and large-scale program coordination
- Knowledge of Microsoft office suites

Duration:

- This assignment is for 12 months, extendable based on performance and project requirements

Benefits:

- CTC of 4-7 lpa. depending on knowledge and relevant experience.

Application Process:

- Send your resume with specific focus on requirements and cover letter to - cipd@iiitd.ac.in – with subject line as “Application for Liaison Officer position”
- Shortlisted candidates will be invited for an interaction with the selection committee
- The last date to apply is 21 days from the date of the advertisement, with joining on an immediate basis.
- The Institute reserves the right to extend the date of application / change the number of available positions.