



## IIT Bhilai Innovation and Technology Foundation

IIT Bhilai Permanent campus, Kutelabhata, Khapri, District- Durg, Chhattisgarh - 491002

CIN: U80902CT2021NPL011186 | PAN: AAFCI9961E | TAN: JBPI01305D

Website: <https://www.ibitf.co.in/> | Email: [tih@iitbhilai.ac.in](mailto:tih@iitbhilai.ac.in)

Ref.No: IBITF/Recruitment/2025-26/075

Date: 03.12.2025

### **Advertisement: IIT Bhilai Innovation and Technology Foundation (IBITF)**

Applications are invited from eligible Indian nationals for various additional positions at the IIT Bhilai Innovation and Technology Foundation (IBITF) for the implementation project of the "Vidya Samiksha Kendra (VSK) in the State of Chhattisgarh" initiative. The positions are purely on a temporary basis up to **31st March 2026** and are co-terminus with the duration of the project.

The walk-in interview is scheduled to be held on **15th December 2025 at IIT Bhilai at 10:00 AM**.

#### **1. Accounts and Operational Coordinator– (01 Positions)**

<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>• Graduate in Commerce, or a related field. - Proficiency record management, and operational coordination. - Strong communication skills in Hindi and English</li></ul>
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Familiarity with inventory tracking and distribution management.</li><li>• Experience in data entry and record management. - Familiarity with MS Office, Excel, and database software. - Strong problem-solving skills and ability to manage multiple tasks efficiently.</li></ul>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"><li>• Systematically track book distribution under the VSK project, ensuring</li><li>• proper inventory management. -Oversee the call center team to enhance</li><li>• stakeholder communication and query resolution. - Support report</li><li>• generation and data analysis. - Coordinate with other teams for data related tasks.</li></ul>



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<b>Emoluments (INR)</b>	<b>Upto 2.5 Lakhs (per annum)</b>
<b>Upper Age Limit</b>	<b>Maximum Age 45 years (as on date of application)</b>
<b>Place of Posting</b>	IIT Bhilai, Samagra Shiksha Raipur, Chhattisgarh Madhyamik Shiksha Mandal

### General Terms and Conditions:

1. No TA/DA will be payable to candidates appearing for the interview.
2. The candidates will be required to bring all certificates/testimonials, in original (Degree/Diploma certificates, Mark Sheets, Experience Certificates, Proof of age and identity), along with one set of self-attested photocopies for verification and record purposes of IBITF, and two recent passport size color photographs.
3. The walk-in interview will be held on **15th 2025 December at 10:00 AM.**
4. The place of deployment will be in Raipur, Chhattisgarh.
5. IBITF reserves its right to cancel the advertisement at any stage without assigning any reason.
6. Canvassing in any form will be a disqualification.