



IIT Bhilai Innovation and Technology Foundation

Address: IIT Bhilai, Kutelabhata, Chhattisgarh (491002)

CIN: U80902CT2021NPL011186 | PAN: AAFCI9961E | TAN: JBPI01305D

Website: <https://www.ibitf.co.in/> | Email: tih@iitbhilai.ac.in

Advt No.: IBITF/Recruitment/2024-25/0745

Date: 24.01.2025

Advertisement for recruitment of Project Consultant (Finance cum Legal) at IIT Bhilai Innovation and Technology Foundation (IBITF)

About the Company-

IIT Bhilai has established IIT Bhilai Innovation and Technology Foundation (IBITF) as the Technology Innovation Hub on Technologies for Financial Sector approved by the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) coordinated by the DST, Govt. of India.

The DST has been funded for 5 years and will support the company for the next three years, after which it will generate revenue to continue its functions. Its own separate Board of Directors will govern all the activities related to the company.

IBITF is inviting applications for temporary contractual appointments for the following posts for one year and extendable up to two years based on performance and requirements. Interested candidates can apply online through the IBITF website only at the following link: <https://www.ibitf.co.in/recruit.html>.

The last date to submit an online application is 09.02.2025. We will contact shortlisted candidates for interaction/interview. The date for the interview/interaction will be announced later.

1. Consultant (Finance) - (01 Posts)

Place of Posting	Indian Institute of Technology Bhilai/ Hybrid
Essential Qualification	Chartered Accountant (CA) / Company Secretary (CS) with minimum 3 years of work experience from the date of completion OR Master's degree in finance, economics, business, accounting, or a related major with at least 5 years of relevant work experience from the date of completion OR Graduate with minimum 15 years of work experience from industry/ research institutions/ PSU/ Government/ registered business on the date of completion A law degree with any above qualifications shall attract additional weightage.
Desirable Qualifications and Experience	Proven experience as a financial counsel in a business /incubation hub will be preferred. Knowledge in GST, ROC filing, Startup Business, as MSME CFO is desirable
Roles and Responsibilities	<ul style="list-style-type: none">• Ensure the compliance for IBITF and its incubates with all the applicable provisions of the Companies Act, 2013.• Preparation of Notice, Agenda, and other resolutions related to Corporate Law Matters and assistance for preparation of other agendas relating to operations for the meeting of the Board of Directors and Members.• Preliminary Induction to the start-up companies regarding various compliances, procedures, and regulations



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	<ul style="list-style-type: none">● Periodical in-person consultation related to the above matters and Monthly, Quarterly, and Annual reports on compliances.● Managing corporate governance and ensuring compliance with IBITF policies and guidelines for its startups vis-à-vis legal and statutory requirements● Ensure any other event-based compliances attract to the company● Ensure all applicable compliances under the Goods and Services Tax Laws, (such as filing Monthly, quarterly or Annual Returns, etc.), Income Tax Laws, (such as filing of Annual Returns, TDS returns, etc.), and compliance with various Audits under the applicable provisions of Company Law Income Tax Laws, and GST laws.● Accounting and financial practice for section 8 Pvt Ltd company. Financial reporting to management, record keeping and application of controls● Shall be able to support incubated Startups in financial matters and compliances as Pvt Ltd company business
Emoluments (INR)	Approx. 6 Lakhs (per annum) Deserving Candidate with exceptional caliber may be considered for higher salary
Upper Age Limit	Maximum Age 50 years, a relaxation may be considered in deserving case

General Terms and Conditions:

1. The application will be accepted through the IBITF website only at the following link: <https://www.ibitf.co.in/recruit.html>.
2. Candidates will be called for an interview and may have to appear in a written test.
3. Merely meeting a minimum qualification does not guarantee that the candidate will be called for an interview/written test. IBITF reserves its right to limit the number of candidates to be called for the interview/written test by applying appropriate shortlisting criteria.
4. Call Letters to the shortlisted candidates will be sent through email only.
5. No TA/DA will be payable to candidates appearing for the interview.
6. The candidates will be required to bring all certificates/testimonials, in original (Degree/Diploma certificates, Mark Sheets, Experience Certificates, Proof of age and identity for verification), along with one set of self-attested photocopies of the same for verification and records of IBITF and two recent passport size color photographs.
7. A relaxation in age and salary consideration may be considered in exceptionally deserving cases.
8. IBITF reserves its right to cancel the advertisement for any reason.
9. Canvassing in any form will be a disqualification.
10. IBITF shall not be responsible for any reason for delay or non-receipt of the application in part or full. All applications in the complete form must be submitted on or before the specified date and time. Incomplete applications or applications received after the specified date and time shall be rejected summarily.