



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

Advt No.IBITF/Recruitment/2025-26/0151

Date:01.08.2025

Draft Advertisement for recruitment of various positions 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 will support the company for five 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 two years, and extendable up to five 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 **(11.08.2025)**. We will contact shortlisted candidates for interaction/interview. The date for the interview/interaction will be announced later.

1. Advisor Legal at IIT Bhilai Innovation and Technology Foundation (01 Posts)

Place of Posting	Indian Institute of Technology Bhilai/ Hybrid
Essential Qualifications & Experience	<p>i) Bachelor's degree in Law or equivalent with minimum 5 years of experience in a legal advisory role or commercial & company secretarial matters with corresponding qualifications,</p> <p>OR</p> <p>ii) Commerce Post Graduate or equivalent with minimum 5 years of experience in a commercial & accounting role or legal matters of the company with corresponding qualifications</p>
Desirable Qualifications and Experience	<ul style="list-style-type: none">• Proven experience as a legal counsel/ consultant in a business /incubation hub will be preferred• Excellent knowledge and understanding of corporate law and procedures• Full comprehension of the influences of the external environment of a corporation• Demonstrated ability to create legal defensive or proactive strategies• High degree of professional ethics and integrity• Sound judgment and the ability to analyze situations and information



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

	<ul style="list-style-type: none">• A bachelor's or Master's degree in business administration will be considered an advantage
Roles and Responsibilities	<ul style="list-style-type: none">• Ability to handle all legal issues related to the Company's Act, corporate law, and procedures• Give accurate and timely counsel and provide proactive advice on possible legal issues to executives in a variety of legal topics (labor law, partnerships, international ventures, corporate finance, etc.)• Collaborate with management to devise efficient defense and risk management strategies• Specify internal governance policies and regularly monitor compliance• Maintain current knowledge of alterations in legislation and provide clarification on legal language or specifications to everyone in the organization• Research and evaluate different risk factors regarding business decisions and operations• Communicate and negotiate with external parties (regulators, external counsel, public authority, etc.), creating relations of trust• Drafting and solidifying MOUs, agreements, contracts, and other legal documents to ensure the company's full legal rights• Act as the PoC for all DST-related documentation and correspondence• Prepare agendas and document the minutes of the meetings of the BOD and HGB of IBITF and other related documents, such as the Board's Report, etc.• Formulate schemes and initiatives under IBITF in collaboration with project staff and ensure legal and IPR-related issues are addressed• Handle legal issues related to content on the website, promotional materials, social media, etc.
Emoluments (INR)	Up to INR 65,000 (per month)
Upper Age Limit	Preferred Age 45 years (Flexibility available)

2. Consultant (Finance) at IIT Bhilai Innovation and Technology Foundation (01 Post)

Place of Posting	Indian Institute of Technology Bhilai/ Hybrid
Essential Qualifications & Experience	A Master's degree in finance, economics, business, accounting, or a related major with at least 5 years of relevant work experience OR Chartered Accountant (CA) / Company Secretary (CS) with a minimum of 3 years of work experience



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

Desirable Qualifications and Experience	Proven experience as a financial counselor in a business /incubation hub will be preferred
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, or the Limited Liability Partnership Act, 2008.• PoC on behalf of IBITF for correspondence with the Registrar of Companies and all other authorities in financial matters. Preparation of P&L Accounts, Balance Sheet, etc.• Preparation of Notice, Agenda, and other resolutions related to Corporate Law Matters and assistance for the preparation of other agendas relating to operations for the meeting of the Board of Directors and Members.• Coordination of Audit activity for internal, Statutory & CAG Audit, including Vendor Agencies Audit.• Preliminary Induction to the start-up companies regarding various compliances, procedures, and regulations• Ensure registrations like PAN, GST, EPFO, ESIC, MSME, Udyam, DIPP, Startup India, or any such registration relevant or required by any law for the time being in force for such entities• Incorporation of Public/Private Limited Companies or Limited Liability Partnerships, as the case may be, along with Drafting of Memorandum & Articles of Association of Companies and LLP agreements• Periodical in-person consultation related to the above matters and Monthly, Quarterly, and Annual reports on compliance.• 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 are adhered by 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, LLP Laws, Income Tax Laws, and GST laws.• Creation of various entities or business vehicles in accordance with section 8 company requirements in achieving final objectives
Emoluments (INR)	Up to INR 85,000 (per month)



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

Upper Age Limit	Preferred Age 45 years (Flexibility available)
-----------------	--

3. Senior Software Developer (01 Post)

Place of posting	Indian Institute of Technology Bhilai, Durg
Essential Qualifications & Experience	<p>MTech/ME/MS in Computer Science and Engineering/Information Technology or equivalent with three years of relevant experience</p> <p>OR</p> <p>B.Tech./ B.E. in Computer Science and Engineering/ Information Technology or equivalent with five years of relevant experience.</p> <p>OR</p> <p>M.Sc. in Computer Science, Information Technology, or equivalent with eight years of relevant experience. OR</p> <p>M.C.A. from a recognized University or statutory body with eight years of relevant experience.</p>
Desirable Qualification	<ul style="list-style-type: none">• Programming in Java 8 or higher, J2EE, C, C++, Python• Knowledge of Data Structure and Algorithm• Knowledge of software engineering• Project management and documentation like SRS, FRS, and BRD etc.• Project Experience in Java Streams• Troubleshooting performance and resolving issues with coding & design.• Knowledge of industry-wide technology strategies and best practices• Experience in developing web services using containers and controllers on Tomcat.• Hands-on experience in handling JSON/XML, JavaScript, jQuery, HTML5, Bootstrap, etc.• Extensive experience designing and developing RESTful APIs, Microservices, and Web Services.• Experience in SQL and NoSQL databases.



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

DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> Develop software solutions by <ul style="list-style-type: none"> studying needs and conferring with users, studying existing systems working flow, data usage, and work processes, etc., and Following the software development lifecycle Develop high-quality software design and architecture Document development: SRS, FRS, BRD, etc. Identify, prioritize, and execute tasks in the software development life cycle. Develop tools and applications by producing clean, efficient code Automate tasks through appropriate tools and scripting Review and debug code Help with validation and testing with the Q&A team Ensure software is up-to-date with the latest technologies
EMOLUMENTS (INR)	Up to INR 85,000 (per month)
Upper Age Limit	Preferred Age 45 years (Flexibility available)

3. Project Associate(Accounts) at IIT Bhilai Innovation and Technology Foundation (01 Post)

Place of posting	IIT Bhilai Innovation and Technology Foundation
Essential qualification	<p>Master's degree in Commerce with 2 years of experience or</p> <p>Bachelor's in Commerce/BSc in Accounting, Finance, or a relevant degree with 4 years of relevant professional experience or in other relevant fields.</p>
Desirable qualification	<ul style="list-style-type: none"> Work experience as an Accountant Tracking payments to internal and external stakeholders Preparing budget forecasts Processing tax payments and returns Excellent knowledge of accounting regulations and procedures, GST, including the PFMS, etc. Hands-on experience with accounting software like Tally. Advanced MS Excel skills, including V lookups and pivot tables Experience with general ledger functions Strong attention to detail and good analytical skills Additional certification (CPA or CMA) is a plus



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

Duties and responsibilities	<ul style="list-style-type: none">• Manage all accounting transactions• Prepare budget forecasts• Publish financial statements in time• Handle monthly, quarterly, and annual closings• Reconcile accounts payable and receivable• Ensure timely bank payments and reconcile invoices• Compute taxes and prepare tax returns• Manage balance sheets and profit/loss statements• Report on the company's financial health and liquidity• Audit financial transactions and documents• Reinforce financial data confidentiality and conduct database backups when necessary• Comply with financial policies and regulations
EMOLUMENTS (INR)	upto 4.8 Lac
Upper Age Limit	Maximum Age 35 Years (as on date of application)

General Terms and Conditions:

1. The application will be accepted through the IBITF website only at the following link: <https://www.ibitf.co.in/career>
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. Candidates with work experience in a Technology Innovation Hub, R&D Centres, or Laboratories may be considered for age and qualification relaxation.
5. Call Letters to the shortlisted candidates will be sent through email only.
6. No TA/DA will be payable to candidates appearing for the interview.
7. 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.
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.