



## 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)

Advt No.: IBITF/Recruitment/2025-26/0332-01

Date: 10.12.2025

### Advertisement for recruitment of various positions at IIT Bhilai Innovation and Technology Foundation (IBITF)

#### **About the Company-**

The Department of Science and Technology (DST), Government of India, under its National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS), has designated IIT Bhilai as one of the 25 Technology Innovation Hubs (TIHs) in the country. To host this hub in the area of Financial Technologies (FINTECH), IIT Bhilai has established the IIT Bhilai Innovation and Technology Foundation (IBITF), a Section-8 not-for-profit company under the Companies Act, 2013.

IBITF serves as the nodal center for entrepreneurship, translational research and development, human resource and skill development, and collaborations in the domain of Financial Technologies. Expanding its scope further, the hub also supports innovation and technology development in Agriculture and Health, thus fostering a vibrant ecosystem that bridges academic research, industry, and entrepreneurship.

IBITF is inviting applications for temporary contractual appointments for the posts listed below. The appointments will be for one year, and extensions will be based on performance and the company's 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 19th December 2025. We will contact the shortlisted candidates for an interaction and/or interview. The date for the interview/interaction will be announced later.

#### **1. Advisor Legal (01 Post)**

Place of Posting	IIT Bhilai Innovation and Technology Foundation
<b>Essential Qualifications &amp; Experience</b>	<p>i) Bachelor's degree in Law or equivalent with minimum 5 years of experience in a legal advisory role or commercial &amp; company secretarial matter with corresponding qualifications,</p> <p><b>OR</b></p> <p>ii) Commerce Post Graduate or equivalent with minimum 5 years of experience in a commercial &amp; accounting role or legal matter of the company with</p>



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	corresponding qualifications
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"><li>● Proven experience as a legal counsel/ consultant in a Technology institute/ business /incubation hub will be preferred</li><li>● Excellent knowledge and understanding of corporate law and procedures</li><li>● Full comprehension of the influences of the external environment of a corporation</li><li>● Demonstrated ability to create legal defensive or proactive strategies</li><li>● High degree of professional ethics and integrity</li><li>● Sound judgment and the ability to analyze situations and information</li><li>● A bachelor's or Master's degree in business administration will be considered an advantage</li></ul>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"><li>● Ability to handle all legal issues related to the Companies Act, corporate law, and procedures.</li><li>● Manage all compliances and filings with the Registrar of Companies (RoC), including preparation and submission of statutory forms, annual returns, financial statements, and other regulatory documents within prescribed timelines.</li><li>● Ensure compliance with RoC directives, maintain statutory registers and records, and liaise with RoC officials for approvals, clarifications, and compliance-related queries.</li><li>● 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.).</li><li>● Collaborate with management to devise efficient defense and risk management strategies.</li><li>● Specify internal governance policies and regularly monitor compliance to ensure adherence.</li><li>● Maintain current knowledge of legislative changes and provide clarification on legal language or specifications to all members of the organization.</li><li>● Research and evaluate various risk factors related to business decisions and operations.</li><li>● Communicate and negotiate with external parties (regulators, external counsel, public authorities,</li></ul>



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	<p>etc.), fostering relationships of trust.</p> <ul style="list-style-type: none"><li>• Draft and solidify MoUs, agreements, contracts, and other legal documents to ensure the company's full legal rights.</li><li>• Act as the PoC for all DST-related documentation and correspondence.</li><li>• Prepare agendas and document the minutes of the meetings of the BOD and HGB of IBITF, as well as other related documents, such as the Board's Report.</li><li>• Formulate schemes and initiatives under IBITF in collaboration with project staff, ensuring that legal and IPR-related issues are addressed.</li><li>• Handle legal issues related to content on the website, promotional materials, social media, etc.</li></ul>
<b>Emoluments (INR)</b>	<b>Up to INR 65,000 (per month)</b>
<b>Upper Age Limit</b>	Preferred Age 58 years (Age Relaxation can be considered)

### 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 be required to take a written test.
3. Meeting the 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 Centers, 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. Participating in any form of canvassing will result in disqualification.



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10. IBITF shall not be responsible for any reason for delay or non-receipt of the application in part or in full. All applications must be submitted in complete form on or before the specified date and time. Incomplete applications or applications received after the specified date and time shall be rejected summarily