



IIT Bhilai Innovation and Technology Foundation
IIT Bhilai Permanent Campus, Kutelabhata, Khapri, District- Durg, Chhattisgarh - 491001
CIN: U80902CT2021NPL011186 | PAN: AAFCI9961E | TAN: JBPI01305D
Website: <https://www.ibitf.co.in/> | Email: tih@iitbhilai.ac.in

Annexure –II

Advertisement for the post of Project Associate (under MTS rules)

Applications are invited for the position of Project Associate (under MTS rules) at the IIT Bhilai Innovation and Technology Foundation (IBITF).

Name of the position: Project Associate (under MTS rules)

Number of Positions: 03

Essential qualifications: Master's Degree in Science/ Commerce /Computer Science/ Computer Applications/ IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and at least 2 years relevant experience.

OR

Bachelor's Degree in Science/ Computer Science/ Commerce/ Computer Applications/IT with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute and at least 4 years relevant experience.

Age limit: 45 years

Contract Fee: 89000/- (for complete contract duration)

Desirable qualifications: Certificates/ Diploma / Postgraduate Diploma in Computer Applications/ Software from a recognized University or statutory body; Demonstrated proficiency in using MS Excel, MS Word, and MS Powerpoint. Basic typing skill and familiarity with Internet, Email, Skype, etc. Proficiency in spoken and written English with good communication skills. Excellent interpersonal skills Experience of working at government organization/ academic institution/ research organization/ industry/ IT/ corporate sectors, etc. with familiarity in office procedures such as: Accounts, audit, purchase, legal, administrative matters, contracts and MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc.

Contract Duration: 89 days (may be extended based on prevailing factors)

Date of Walkin: 18.10.2024

Venue: TIH Office LDC Building at IIT Bhilai, Kutelabhata, Khapri – Durg, Chhattisgarh – 491001.

Time: 10am onwards



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How to apply: Application shall be submitted through link till **15.10.2024**.

(https://docs.google.com/forms/d/e/1FAIpQLSeOfnxJ_0Q-yWx6ca6JRidp-xV9XuUIk9ZzZ-SVjI2HjAwa2g/viewform)

The selected candidate will be intimated by email. The list of selected candidates for the interview will be placed on the website.

Terms & Conditions:

- i. No TA/DA will be provided to the candidate for the interview
- ii. The decision of the selection committee will be final.
- iii. If the number of candidates appearing for the interview is large, the selection committee may decide to restrict the number of candidates for the interview to a reasonable limit after considering qualifications and experience over and above the minimum prescribed in the advertisement
- iv. The appointment of the candidate will be governed by the terms and conditions of the Institute/
Funding agency particularly applicable to the said project as and when required.
- v. The selected candidate will have to join duty within a week on receipt of the offer.
- vi. The fellowship may be terminated with a 30-day notice before completion of the tenure if performance till date is not deemed satisfactory.
- vii. Deserving candidates may be considered for higher contract fees.