IIT Bhilai Innovation and Technology Foundation

IIT Bhilai Permanent Campus, Kutelabhata, Khapri, District- Durg, Chhattisgarh - 491001
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Draft of 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 extended 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 November 22, 2025. We will contact the shortlisted candidates for an interaction and/or interview. The date for the interview/interaction will be announced later.

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1. Senior Software Developer (01 Position)

Place Of Posting	IIT Bhilai Innovation and Technology Foundation
Essential Qualifications & Experience	MTech/ME/MS in Computer Science and Engineering/Information Technology or equivalent with **three years** of relevant experience **OR** B.Tech./ B.E. in Computer Science and Engineering/ Information Technology or equivalent with **five years** of relevant experience. **OR** M.Sc. in Computer Science, Information Technology, or equivalent with **eight years** of relevant experience. **OR** M.C.A. from a recognized University or statutory body with **eight years** of relevant experience.

Desirable Qualification	● 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.

Duties And Responsibilities	● Develop software solutions by
	  ○ 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 within 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 (Age Relaxation can be considered)

2. Project Engineer (IT) (01 Positions)

Place of posting	IIT Bhilai Innovation and Technology Foundation
Essential qualification	MTech/ME/MS in Computer Science and Engineering/Information Technology or equivalent with one year of relevant experience **OR** B.Tech./ B.E. in Computer Science and Engineering/ Information Technology or equivalent with three years of relevant experience. **OR** M.Sc. in Computer Science, Information Technology, or equivalent with five years of relevant experience. **OR** M.C.A. from a recognized University or statutory body with five years of relevant experience.
Desirable qualifications and Experience	● Programming in Java 8 or higher, J2EE ● 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/Apache/Nginx. ● Hands-on experience with handling JSON/XML, JavaScript, jQuery, HTML5, Bootstrap, etc. ● Extensive experience designing and developing RESTful APIs, Microservices, and Web Services. ● Knowledge of quality and governance enforcement ● Experience with SQL and NoSQL databases.
Duties and responsibilities	● Develop and implement new software programs ● Debugging software programs ● Maintain and improve the performance of existing software ● Collaborate with other developers and engineers to design, build, debug, and maintain software ● Troubleshoot software issues ● Review and evaluate projects under various schemes to ensure alignment with organizational goals and deliverables. ● Monitor project progress, milestones, and timelines, providing regular updates to stakeholders. ● Oversee the disbursement of funds for approved projects, ensuring compliance with organizational policies and financial guidelines.

	- Maintain accurate records of fund allocation and utilization, and generate reports as required. - Provide IT-related support for ongoing and new projects, including system setup, maintenance, and troubleshooting. - Assist in the integration and optimization of digital tools and platforms for enhanced project efficiency. - Coordinate with project teams, stakeholders, and external agencies for smooth project execution. - Prepare technical and administrative documentation, including proposals, reports, and compliance records. - Ensure adherence to applicable regulations, standards, and best practices in project execution. - Compile and present project performance data for periodic reviews and audits to ensure accurate reporting.
Emoluments (INR)	**Up to 8.4 lac per annum**
Upper Age Limit	35 Years (as on closing date of application)

3. Project Assistant (03 Positions)

Place of posting	IIT Bhilai Innovation and Technology Foundation
Essential qualification	Bachelor's/Master's degree in any discipline (preferably in Computer Applications, Management, or Engineering). And Proficiency in MS Office/Google Workspace and strong written and verbal communication skills.
Desirable Qualifications and Experience	- Experience in project management, data handling, or coordination roles. - Familiarity with government-funded projects or innovation/technology programs. - A basic understanding of design tools, such as Canva or similar platforms.
Duties and responsibilities	- Assist in the planning, coordination, and execution of IBITF projects and programs. - Support in preparing project reports, presentations, and official documentation. - Maintain project records, timelines, and follow up with stakeholders for updates. - Draft official letters, meeting notes, and internal communications. Handle administrative activities including data entry, record keeping, and documentation. - Assist in organizing workshops, meetings, hackathons, and other outreach events. - Coordinate with startups, faculty members, industry partners, and government agencies. - Support in communication activities such as preparing content for newsletters or social media (if required). - Compile data and assist in preparing financial and progress reports for submission to funding agencies. - Provide operational and technical support for project management tools, Google Forms, and related platforms. - Perform any other duties assigned by the CEO or project team for the smooth functioning of IBITF.
Emoluments (INR)	**INR ₹25,000 (Per Month)**

Upper Age Limit	The candidate should be **below 35 years** of age as of the last date of application. **Relaxation** in age may be considered for candidates with exceptional qualifications or relevant experience, as per IBITF norms.

4. Advisor Legal (01 Posts)

Place of Posting	IIT Bhilai Innovation and Technology Foundation
Essential Qualifications & Experience	i) Bachelor's degree in Law or equivalent with minimum 5 years of experience in a legal advisory role or commercial & company secretarial matter with corresponding qualifications, **OR** ii) Commerce Post Graduate or equivalent with minimum 5 years of experience in a commercial & accounting role or legal matter of the company with corresponding qualifications
Desirable Qualifications and Experience	- 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 - A bachelor's or Master's degree in business administration will be considered an advantage
Roles and Responsibilities	- Ability to handle all legal issues related to the Companies Act, corporate law, and procedures. - 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. - Ensure compliance with RoC directives, maintain statutory registers and records, and liaise with RoC officials for approvals, clarifications, and compliance-related queries. - 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 to ensure adherence. ● Maintain current knowledge of legislative changes and provide clarification on legal language or specifications to all members of the organization. ● Research and evaluate various risk factors related to business decisions and operations. ● Communicate and negotiate with external parties (regulators, external counsel, public authorities, etc.), fostering relationships of trust. ● Draft and solidify 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, as well as other related documents, such as the Board's Report. ● Formulate schemes and initiatives under IBITF in collaboration with project staff, ensuring that legal and IPR-related issues are addressed. ● Handle legal issues related to content on the website, promotional materials, social media, etc. .
Emoluments (INR)	**Upto INR 65,000 (per month)**
Upper Age Limit	Preferred Age 45 years (Age Relaxation can be considered)

5. Consultant (Finance) at IIT Bhilai Innovation and Technology Foundation (01 Posts)

Place of Posting	**IIT Bhilai Innovation and Technology Foundation**
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
Desirable Qualifications and Experience	Proven experience as a financial counsel in a business /incubation hub will be preferred
Roles and Responsibilities	- Ensure compliance with all applicable provisions of the Companies Act, 2013, and the Limited Liability Partnership Act, 2008, for IBITF and its incubates. - 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 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 Vendo 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 addressed 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 the Company Law, LLP Laws, Income Tax Laws, and GST laws. - Creation of various entities or business vehicles in accordance with the Section 8 company requirements, in achieving the final objectives
Emoluments (INR)	**Up to INR 85,000 (per month)**
Upper Age Limit	Preferred Age 45 years (Age Relaxation can be considered)

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

Place of posting	IIT Bhilai Innovation and Technology Foundation
Essential qualification	Master's degree in Commerce with 2 years of experience or Bachelor's in Commerce/BSc in Accounting, Finance, or a relevant degree with 4 years of relevant professional experience or in other relevant fields.
Desirable qualification	● 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, including GST, as well as 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
Duties and responsibilities	● Manage all accounting transactions ● Prepare budget forecasts ● Publish financial statements on 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)	**Up to INR 40,000 (per month)**
Upper Age Limit	Maximum Age 35 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. 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 in 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