



## 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](mailto:tih@iitbhilai.ac.in)

Advt No.: IBITF/Recruitment/2025/0916

Date: 24.03.2025

### 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 **(06.04.2025)**. 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)

<b>Place of Posting</b>	<b>Indian Institute of Technology Bhilai/ Hybrid</b>
<b>Essential Qualification &amp; Experience</b>	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, <b>OR</b> ii) Commerce Post Graduate or equivalent with minimum 5 years of experience in a commercial & accounting role or legal matter of company with corresponding qualifications
<b>Desirable Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Proven experience as a legal counsel/ consultant in 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</li></ul>



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	<p>or proactive strategies</p> <ul style="list-style-type: none"><li>• High degree of professional ethics and integrity</li><li>• Sound judgment and ability to analyze situations and information</li><li>• 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 Company's Act, corporate law and procedures</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</li><li>• Maintain current knowledge of alterations in legislation and provide clarification on legal language or specifications to everyone in the organization</li><li>• Research and evaluate different risk factors regarding business decisions and operations</li><li>• Communicate and negotiate with external parties (regulators, external counsel, public authority, etc.), creating relations of trust</li><li>• Drafting and solidifying 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 BOD and HGB of IBITF and other related documents such as Board's Report, etc.</li><li>• Formulate schemes and initiatives under IBITF in collaboration with project staff and ensure 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>Upto INR 65,000 Thousand (per month)</b>
<b>Upper Age Limit</b>	Prefered Age 45 years (Flexibility available)



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

<b>Place of Posting</b>	<b>Indian Institute of Technology Bhilai/ Hybride</b>
<b>Essential Qualification &amp; Experience</b>	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 minimum 3 years of work experience
<b>Desirable Qualifications and Experience</b>	Proven experience as a financial counsel in business /incubation hub will be preferred
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure the compliances for IBITF and its incubates with all the applicable provisions of the Companies Act, 2013 or the Limited Liability Partnership Act, 2008.</li><li>• PoC on behalf of IBITF for correspondence with the Registrar of Companies and all other authorities in financial matters. Preparation of P&amp;L Accounts, Balance Sheet etc.</li><li>• 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.</li><li>• Coordination of Audit activity for internal, Statutory &amp; CAG Audit, Including vendo Agencies Audit.</li><li>• Preliminary Induction to the start-up companies regarding various compliances, procedures, and regulations</li><li>• Ensure registrations like PAN, GST, EPFO, ESIC, MSME, Udyam, DIPP, Startup India, or any such registration relevant or required by any law for time being in force for such entities</li><li>• Incorporation of Public/Private Limited Companies or Limited Liability Partnerships, as the case may be, along with Drafting of Memorandum &amp; Articles of Association of Companies and LLP agreements</li><li>• Periodical in-person consultation related to the above matters and Monthly, Quarterly, and Annual reports on compliances.</li><li>• Managing corporate governance and ensuring compliance with IBITF policies and guidelines for its startups vis-à-vis legal and statutory requirements</li><li>• Ensure any other event-based compliances attract to</li></ul>



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	<p>the company</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Creation of various entities or business vehicle in accordance to section 8 company requirements in achieving final objectives</li></ul>
<b>Emoluments (INR)</b>	<b>Upto INR 85,000 Thousand (per month)</b>
<b>Upper Age Limit</b>	Preferred Age 45 years (Flexibility available)

### 3.Senior Software Developer (01 Position)

<b>PLACE OF POSTING</b>	<b>Indian Institute of Technology Bhilai, Durg</b>
<b>Essential Qualification &amp; Experience</b>	<p>MTech/ME/MS in Computer Science and Engineering/Information technology or equivalent with <b>three years</b> of relevant experience <b>OR</b> B.Tech./ B.E. in Computer Science and Engineering/ Information Technology or equivalent with <b>five years</b> of relevant experience. <b>OR</b> M.Sc. in Computer Science, Information Technology, or equivalent with <b>eight years</b> of relevant experience. <b>OR</b> M.C.A. from a recognized University or statutory body with <b>eight years</b> of relevant experience.</p>



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<b>DESIRABLE QUALIFICATION</b>	<ul style="list-style-type: none"><li>● Programming in Java 8 or higher, J2EE, C, C++, Python</li><li>● Knowledge of Data Structure and Algorithm</li><li>● Knowledge of software engineering</li><li>● Project management and documentation like SRS, FRS, and BRD, etc.</li><li>● Project Experience in Java Streams</li><li>● Troubleshooting performance and resolving issues with coding &amp; design.</li><li>● Knowledge of industry-wide technology strategies and best practices</li><li>● Experience in developing web services using containers and controllers on Tomcat.</li><li>● Hands-on experience in handling JSON/XML, JavaScript, jQuery, HTML5, Bootstrap, etc.</li><li>● Extensive experience designing and developing RESTful APIs, Microservices, and Web Services.</li><li>● Experience in SQL and NoSQL databases.</li></ul>
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>● Develop software solutions by<ul style="list-style-type: none"><li>○ studying needs and conferring with users,</li><li>○ studying existing systems working flow, data usage, and work processes, etc., and</li><li>○ following the software development lifecycle</li></ul></li><li>● Develop high-quality software design and architecture</li><li>● Document development: SRS, FRS, BRD, etc.</li><li>● Identify, prioritize, and execute tasks in the software development life cycle.</li><li>● Develop tools and applications by producing clean, efficient code</li><li>● Automate tasks through appropriate tools and scripting</li><li>● Review and debug code</li><li>● Help with validation and testing with the Q&amp;A team</li><li>● Ensure software is up-to-date with latest technologies</li></ul>
<b>EMOLUMENTS (INR)</b>	<b>Upto INR 85,000 Thousand (per month)</b>
<b>Upper Age Limit</b>	Preferred Age 45 years (Flexibility available)



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### 4. Project Engineer (IT) (01 Positions)

Place of posting	Indian Institute of Technology Bhilai, Durg
Essential Qualification & Experience	<ul style="list-style-type: none"><li>• MTech/ME/MS in Computer Science and Engineering/Information technology or equivalent with <b>one year</b> of relevant experience OR</li><li>• B.Tech./ B.E. in Computer Science and Engineering/ Information Technology or equivalent with <b>three years</b> of relevant experience. OR</li><li>• M.Sc. in Computer Science, Information Technology, or equivalent with <b>five years</b> of relevant experience. OR</li><li>• M.C.A. from a recognized University or statutory body with <b>five years</b> of relevant experience.</li></ul>
Desirable qualification	<ul style="list-style-type: none"><li>• Strong media and technology skills including proficiency with photography, videography, social media platforms, Microsoft Office Suite, web design, and web development, etc.</li><li>• Demonstrated writing skills (content creation) with strong communication skills with an ability to establish and maintain effective working relationships with others, including the ability to communicate effectively in person, by email, and phone.</li><li>• Ability to work independently, adapt to changing priorities, and effectively handle multiple assignments simultaneously.</li></ul>
Duties and responsibilities	<ul style="list-style-type: none"><li>• Ability to translate and explain complex emerging technology ideas and projects to the general public through content</li><li>• Managing day-to-day organic social media for outdoor research on, Instagram, Facebook, Twitter, YouTube, LinkedIn, and all future channels, through competitive research, platform determination, benchmarking, messaging, and audience identification</li><li>• Set up and optimize web pages and manage the website to increase its visibility and outreach</li><li>• Engaging with customers and influencers in real-time, moderating discussions on social media posts and direct messages.</li><li>• Tracking, measuring, and reporting on social media results, channel growth, etc.</li><li>• Collaborating cross-departmentally to translate business objectives and initiatives into social media actions</li><li>• Engaging with IBITF stakeholders and performing miscellaneous job-related duties as assigned.</li></ul>
EMOLUMENTS (INR)	<b>Upto INR 60,000 per month</b>
Upper Age Limit	Preferred Age 45 years (Flexibility available)



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### 5. Project Associate at IIT Bhilai Innovation and Technology Foundation (01 Posts)

Place of posting	Indian Institute of Technology Bhilai, Durg
<b>Essential Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>• Bachelor's degree (B.Tech./ B.E.) with Minimum <b>02 years</b> of relevant professional experience in public service, non-profits, communications, engagement, or other relevant fields required.</li><li>• MSC/MCA/Mcom with Minimum <b>02 years</b> of relevant professional experience</li><li>• MTech/ME/MS degree preferred.</li></ul>
<b>Desirable qualification</b>	<ul style="list-style-type: none"><li>• Strong media and technology skills including proficiency with photography, videography, social media platforms, Microsoft Office Suite, web design, and web development, etc.</li><li>• Demonstrated writing skills (content creation) with strong communication skills with an ability to establish and maintain effective working relationships with others, including the ability to communicate effectively in person, by email, and phone.</li><li>• Ability to work independently, adapt to changing priorities, and effectively handle multiple assignments simultaneously.</li></ul>
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Ability to translate and explain complex emerging technology ideas and projects to the general public through content</li><li>• Managing day-to-day organic social media for outdoor research on, Instagram, Facebook, Twitter, YouTube, LinkedIn, and all future channels, through competitive research, platform determination, benchmarking, messaging, and audience identification</li><li>• Set up and optimize web pages and manage the website to increase its visibility and outreach</li><li>• Engaging with customers and influencers in real-time, moderating discussions on social media posts and direct messages.</li><li>• Tracking, measuring, and reporting on social media results, channel growth, etc.</li><li>• Collaborating cross-departmentally to translate business objectives and initiatives into social media actions</li><li>• Engaging with IBITF stakeholders and performing miscellaneous job-related duties as assigned.</li></ul>
<b>EMOLUMENTS (INR)</b>	<b>Upto 40,000 INR (per month)</b>
<b>Upper Age Limit</b>	<b>Maximum Age 40 Years (as on date of application)</b>



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### 6. Project Assistant at IIT Bhilai Innovation and Technology Foundation (02 Posts)

<b>Place of Posting</b>	<b>Indian Institute of Technology Bhilai, Durg</b>
<b>Essential Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>• (Scientific/Technical/Engineering) Science Graduate/Diploma in Engineering of three years duration with Minimum <b>02</b> years of experience in the relevant area <b>OR</b></li><li>• Engineering Graduate/MSc or equivalent</li></ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"><li>• Experience working in a MSME/ Lab/ research/ science/ engineering institute or unit of a reputed govt institute will be highly preferred.</li><li>• Bachelor's degree related to business.</li></ul>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"><li>• Drafting reports and presentation slides</li><li>• Handling travel and lodging arrangements for project-related workshops and seminars, conventions, and other functions</li><li>• Bringing the project manager's attention to events as and when required, making an assessment and reviewing the status of projects, and providing recommendations to the manager on approaches and procedures for project implementation</li><li>• Support research PI and startup Founders in development of devices and tools. Support in hardware development.</li><li>• Lab testing and support in preparation of engineering and technological products.</li><li>• Supporting daily/routine tasks of IBITF and assigned administrative duties in the TIH office.</li><li>• Assisting the project leader by communicating with all the involved parties and managing the timeline and deliverables of the projects towards GTM</li><li>• Listening carefully to the ongoing conversations in meetings, taking down notes and preparing meeting minutes</li></ul>
<b>Emoluments (INR)</b>	<b>Upto INR 25,000 per month</b>
<b>Upper Age Limit</b>	Preferred Age 35 years





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### 7. ITES Expert (under MTS rules) at IBITF (01 Posts) - Initial Contract for 89 days

<b>Place of Posting</b>	<b>Indian Institute of Technology Bhilai, Durg</b>
<b>Essential Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>Bachelor's Degree in Computer Science/ IT/ Business Administration having Equivalent with minimum <b>3 years</b> of experience</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>Master Degree in Computer Science /business administration/ MSc (IT) or having Equivalent with minimum <b>1 years</b> of experience</li></ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"><li>Certification in ITIL /Six Sigma /PMP /CCNA /CompTIA / RPA is preferable.</li><li>experience in IT service delivery or IT support managing global IT service operations across multiple geographies / AI &amp; automation in IT-enabled services /Strong financial &amp; budget management skills for ITES operations /vendor management and outsourcing strategies /Knowledge of industry regulations (GDPR, HIPAA, SOC 2, PCI-DSS, etc.)</li></ul>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"><li>Oversee IT-enabled services (ITES) operations, ensuring efficiency and high service standards</li><li>Manage and optimize IT service management (ITSM) processes using tools like ServiceNow, BMC Remedy, etc</li><li>Provide technical and operational support for ITES functions (BPO, KPO, Helpdesk, Technical Support, etc.)</li><li>Ensure compliance with IT security, data privacy, and industry regulations (ISO 27001, GDPR, HIPAA, etc.)</li><li>Drive process improvements using Lean, Six Sigma, and automation technologies.</li><li>Collaborate with cross-functional teams to enhance service delivery and customer satisfaction</li></ul>
<b>Emoluments (INR)</b>	<b>Upto INR 2.3 lakh for 89 days contract</b>
<b>Upper Age Limit</b>	Preferred Age 45 years (Flexibility available)



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### 8. Proposal Master (Under MTS rules) - CEO Secretariat at IBITF (04 Posts) - Initial Contract for 89 days

Place of Posting	Indian Institute of Technology Bhilai, Durg
<b>Essential Qualification &amp; Experience</b>	<p><b>Position Number # 1</b></p> <ul style="list-style-type: none"><li>• A Master's degree in Business Administration or PhD in Engineering</li><li>• <b>Minimum 05 years</b> of experience in bid management, or business development.</li><li>• A Master's degree (MBA, MPA, or relevant field) is preferred</li></ul> <p><b>Position Number # 2 &amp; 3</b></p> <ul style="list-style-type: none"><li>• A Bachelor's in Engineering, or Master's degree in Business Administration, Marketing, Communications.</li><li>• <b>Minimum 07 years</b> of experience in proposal writing, bid management, or business development, project site coordination and management</li><li>• A Master's degree (MBA, MPA, or relevant field) is preferred.</li></ul> <p><b>Position Number # 4</b></p> <ul style="list-style-type: none"><li>• A Master's degree in, Pharmacy, Commerce, Anthropology, Agriculture, Finance Management or other fields</li><li>• <b>Minimum 10 years</b> of experience in project management, resources management and concurrent proposal development while executing the project</li><li>• A Master's degree (MBA, MPA, or relevant field) is preferred.</li></ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"><li>• Experience in supporting CxOs in proposal formation and business plan. Good coordination skills.</li><li>• Credentials on data analysis and financial modeling of commercial projects.</li><li>• Exposure on agri or telecom Store optimisation, reporting, financial analytic and customer dealing</li><li>• A certification in proposal management (e.g., APMP -Association of Proposal Management Professionals) is preferable</li><li>• Experience in writing CSR proposal, industry collaboration and partnership agreement, R&amp;D and application for grant</li><li>• Strong project management, stakeholder coordination, and time management skills.</li><li>• Proficiency in MS Office, MS Project, Adobe Acrobat, and proposal tools.</li><li>• Experience managing multiple proposals and coordinating teams.</li><li>• Excellent writing, editing, and communication skills</li><li>• Strong understanding of RFPs, RFIs, EoI and tender processes.</li></ul>



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<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"><li>● Lead and manage end-to-end proposal development.</li><li>● Review RFPs/RFIs and create compelling, compliant proposals.</li><li>● Collaborate with technical and Outreach teams to gather required content.</li><li>● Draft, edit, and proofread proposal documents.</li><li>● Ensure clarity, consistency, and persuasive messaging.</li><li>● Coordinate with subject matter experts (SMEs), sales, and leadership teams.</li><li>● Manage proposal timelines, tasks, and deadlines.</li><li>● Ensure agreement signing, execution planning, field management, travel to site, supervision on site, resources augmentation etc.</li><li>● Develop strategies to improve proposal win rates.</li><li>● Maintain a proposal database and reusable content repository.</li><li>● Optimize proposal processes for efficiency and effectiveness.</li></ul>
<b>Emoluments (INR)</b>	<b>Position Number # 1: Upto INR 2.5 lakh for 89 days contract</b> <b>Position Number # 2 &amp; 3: Upto INR 1.8 lakh for 89 days contract</b> <b>Position Number# 4: Upto INR 1.5 lakh for 89 days contract</b>
<b>Upper Age Limit</b>	Preferred Age 55 years (Flexibility available)



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### 9. Proposal Analyst (Under MTS rules) at IBITF (01 Posts) - Initial Contract for 89 days

Place of Posting	Indian Institute of Technology Bhilai, Durg
Essential Qualification & Experience	<ul style="list-style-type: none"><li>• Bachelor's degree in Engineering/ Business / Finance /Economics or related discipline with <b>3 years</b> of relevant experience <b>OR</b></li><li>• Master's degree in Business / Finance / Economics or equivalent discipline with minimum <b>1 year</b> of relevant experience</li></ul>
Desirable Qualifications	<ul style="list-style-type: none"><li>• Experience in SAP/ Program cost analysis in an engineering and manufacturing environment</li><li>• Working knowledge of government contract environment (FAR and DFARS)/cost accounting standards, generally accepted accounting principles and accounting/proposal auditing techniques</li><li>• Familiarity with the concept and application of Cost Improvement Curves</li><li>• Intimate background with Global Supply Chain Subcontract/Procurement requirements, FAR proposal adequacy and execution</li></ul>
Roles and Responsibilities	<ul style="list-style-type: none"><li>• Analyze RFPs, RFIs, and funding opportunities related to technology research and innovation.</li><li>• Preparing Business Plan according to RFP and awarded projects.</li><li>• Supervising the implementation of projects/ awards with day to day operations.</li><li>• Collaborate with researchers, engineers, and business teams to gather technical and financial inputs for proposals.</li><li>• Conduct market and competitor research to develop strong, data-driven proposal strategies.</li><li>• Assist in developing pricing models, budget forecasts, and ensuring compliance with research funding requirements.</li><li>• Maintain a database of past proposals, case studies, and best practices to streamline future submissions.</li><li>• Track proposal deadlines, ensure timely submissions, and coordinate revisions based on stakeholder feedback.</li><li>• Write and refine technical and non-technical content to ensure clarity, impact, and alignment with client needs.</li><li>• Stay updated on industry trends, funding sources, and emerging technologies to identify new opportunities.</li></ul>
Emoluments (INR)	<b>Upto INR 1.0 Lakh</b> for 89 days contract
Upper Age Limit	Prefered Age 35 years (Flexibility available)



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### **General Terms and Conditions:**

1. All roles (**except Position #7, Position #8, Position #9 - under MTS rules**) are available on contract for a maximum of 3 years subject to annual renewal on performance basis. The contract can be terminated before the appointed duration as per the discretion of IBITF management.
2. **Position #7, Position #8, Position #9 - under MTS rules** are in a work contract which can be considered for a long term contract at a later stage (Between 1-3 years duration) on approval of the role.
3. Application will be accepted through the IBITF website only at the **following link:** \_\_\_\_\_
4. Only shortlisted candidates will be called for an interview and may have to appear in a written test.
5. Merely meeting a minimum qualification does not guarantee the candidate to be called for an interview/written test. Institute reserves its right to limit the number of candidates to be called for the interview/written test by applying appropriate shortlisting criteria.
6. Call Letters to the shortlisted candidates will be sent through email only.
7. IBITF may consider exemption on age and essential qualification in specific deserving cases on approval from competent authority.
8. No TA/DA will be payable to candidates appearing for the interview.
9. 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.
10. IBITF reserves its right to cancel the advertisement and recruitment process at any stage for any reason whatsoever.
11. Canvassing in any form will be a disqualification.
12. 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.

**CEO, IBITF**