



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/2026-27/0318

Date: 12.10.2026

Advertisement for recruitment for various posts 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://tihiitbhilai.accubate.app/ext/form/24561/1/apply>

The last date to submit an online application is **26.10.2026**. We will contact the shortlisted candidates for an interaction and/or interview.

1. Project Associate three positions are proposed under this category:

- Project Associate – HR & Administration: 01
- Project Associate – Technical/Project Coordination: 01
- Project Associate – Accounts: 01

Place of Posting	IIT Bhilai Innovation and Technology Foundation
No. of Posts	03 (Three)



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Essential Qualifications	• Bachelor's degree in Engineering/ Technology/Management/ Business Administration/Commerce/Science/Social Sciences or another relevant discipline from a recognized university/institution and 3 years of relevant professional experience in HR/accounts/finance support/project coordination, administration, documentation, communication, stakeholder engagement or related areas.
Desirable Qualifications	• Experience in project/programme coordination, implementation, monitoring or administration, preferably in academic institutions, R&D organizations, non-profits, startups, government projects or social-sector programmes. • Candidates with experience in IITs/NITs, Technology Innovation Hubs, Government/CSR-funded projects, innovation programmes or development-sector projects will be preferred. • Experience in stakeholder coordination, communication, event coordination and institutional activities. • Working knowledge of data collection, documentation, MIS and report preparation. • Proficiency in MS Office/Google Workspace, particularly Excel/Sheets and PowerPoint/Slides.
Roles and Responsibilities	• Good written and verbal communication skills. • Support HR and administrative activities including recruitment, application tracking, shortlisting support, interview coordination, onboarding, attendance, leave and employee records. • Assist in preparation of HR letters, office communications, notices and other administrative documents. • Support accounts and project-finance processes including compilation/verification of bills, vouchers, supporting documents, project-wise expenditure records and MIS, as assigned. • Assist in preparation and compilation of utilization-related documents, statements, reports and financial/project records. • Coordinate project teams, government departments, institutions, vendors and other stakeholders. • Assist in preparation of reports, presentations, meeting notes, minutes, official letters, proposals, MoUs, DPRs and project submissions. • Monitor project timelines, deliverables and follow-up actions; maintain project files, databases, MIS and records.



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	• Coordinate meetings, workshops, events, travel and other project-related arrangements. • Perform any other HR, accounts, project coordination or administrative responsibility assigned by the competent authority.
Emoluments (INR)	₹30,000–₹50,000 per month (consolidated), depending on qualifications, experience and role requirements.
Upper Age Limit	Up to 35 years

2. Project Assistant

Place of Posting	IIT Bhilai Innovation and Technology Foundation
No. of Posts	01 (One)
Essential Qualifications	• Science Graduate/Diploma in Engineering of three years duration with relevant experience; OR Engineering Graduate/M.Sc./equivalent qualification. • Minimum 2 years of relevant work experience in project support, administration, documentation, coordination or related areas.
Desirable Qualifications	• Experience in a research/science/engineering institute or reputed government/academic institution. • Bachelor's degree related to Business/Management/Administration will be an added advantage. • Experience in preparation of reports, presentations, official correspondence and project documentation. • Working knowledge of MS Office/Google Workspace, particularly Word, Excel/Sheets and PowerPoint/Slides. • Good communication, coordination and documentation skills.



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Roles and Responsibilities	• Draft and compile reports, official documents, presentations, proposals, DPRs, letters, notes and other project documents. • Maintain project files, records, correspondence and documentation. • Assist project managers/project leaders in monitoring project timelines, activities and deliverables. • Coordinate follow-up with concerned persons/teams for pending project activities and actions. • Handle travel and lodging arrangements for project-related workshops, seminars, meetings and other official activities. • Assist in meetings, take notes and prepare Minutes of Meeting (MoM). • Assist in preparation of presentations, MIS and status reports for management review. • Support procurement documentation and other routine administrative/project requirements. • Perform any other project-related or administrative responsibility assigned by the competent authority.
Emoluments (INR)	₹25,000–₹40,000 per month (consolidated), depending on qualifications, experience and role requirements.
Upper Age Limit	Up to 35 years

General Terms and Conditions:

1. The application will be accepted through the IBITF website only at the following link: <https://tihiitbhilai.accubate.app/ext/form/24561/1/apply>
2. Candidates will be called for an interview, which may be conducted online/offline, 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.



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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 the right to cancel the advertisement for any reason.
9. Participating in any form of canvassing will result in 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 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.