Advt No.: IBITF/Recruitment/2024-25/0001/04   **Date: 04.01.2024**

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 11th February 2024. We will contact shortlisted candidates for interaction/interview. The date for the interview/interaction will be announced later.

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1. Project Consultant (Finance cum Legal)- (01 Posts)

Place of Posting	Indian Institute of Technology Bhilai
Essential Qualification	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
Desirable Qualifications and Experience	Proven experience as a financial counsel in business /incubation hub will be preferred
Roles and Responsibilities	• 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.

	- PoC on behalf of IBITF for correspondence with the Registrar of Companies and all other authorities in financial matters - 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. - 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 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 compliances. - 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 attract 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 Company Law, LLP Laws, Income Tax Laws, and GST laws.
Emoluments (INR)	upto 6 Lakhs (per annum)
Upper Age Limit	Maximum Age 45 years (as on date of application)

2. Senior Software Developer (01 Position)

Role	**Senior Software Developer**
Place of Posting	**Indian Institute of Technology Bhilai**
Essential Qualification	MTech/ME/MS in Computer Science and Engineering/Information technology or equivalent with three years of relevant experience

![IIT Bhilai Innovation and Technology Foundation logo]

IIT Bhilai Innovation and Technology Foundation

IIT Bhilai, Transit Campus, Govt. Engineering College, Old Dhamatari Rd, Sejbahar, Chhattisgarh (492015)

CIN: U80902CT2021NPL011186 | PAN: AAFCI9961E | TAN: JBPI01305D

Website: https://www.ibitf.co.in/ | Email: tih@iitbhilai.ac.in

	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 Qualifications and Experience	● 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.
Roles 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 in 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 latest technologies
EMOLUMENTS (INR)	up to 8.4 Lac per annum
Upper Age Limit	45 Years (as on closing date of application)

3. Project Engineer (IT) (2 Positions)

Role	Software Developer
Place of posting	**Indian Institute of Technology Bhilai**
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 qualification 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. ● 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
EMOLUMENTS (INR)	**Up to 6 lac per annum**
Upper Age Limit	35 Years (as on closing date of application)

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

Role	**Project Associate - Accounts**
Place of posting	**Indian Institute of Technology Bhilai**
Essential qualification	Master's degree in Commerce with 2 years of experience or Bachelor in Commerce/BSc in Accounting, Finance, or relevant degree with and 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 the PFMS etc. - Hands-on experience with accounting software like Tally. - Advanced MS Excel skills including Vlookups 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 in time ● Handle monthly, quarterly and annual closings ● Reconcile accounts payable and receivable ● Ensure timely bank payments ● 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)	**upto 4.8 Lac**
Upper Age Limit	**Maximum Age 35 Years (as on date of application)**

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

Place of Posting	**Indian Institute of Technology Bhilai, Raipur**
Essential Qualification	Scientific/Technical/Engineering 1. Science Graduate/Diploma in Engineering of three years duration 2. Minimum 3 years of experience in the relevant area **or** Engineering Graduate/MSc/Equivalent
Desirable Qualifications and Experience	● 3+ years of relevant work experience ● Experience working in a research/ science/engineering institute or unit of a reputed govt institute will be highly preferred. ● Bachelor's degree related to business.
Roles and Responsibilities	● Drafting reports and presentation slides ● Handling travel and lodging arrangements for project-related workshops and seminars, conventions, and other functions ● 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 ● Supporting daily/routine tasks of IBITF and assigned administrative duties in the TIH office. ● Enabling project managers to lead their teams and reach business objectives ● Assisting the project leader by communicating with all the involved parties and managing the timeline and deliverables of the projects under their control ● Listening carefully to the ongoing conversations in meetings, taking down notes and preparing meeting minutes.
Emoluments (INR)	**upto 3 Lac**
Upper Age Limit	**Maximum Age 35 years (as on date of application)**

6. Project Attendant at IIT Bhilai Innovation and Technology Foundation (01 Posts)

Place of Posting	**Indian Institute of Technology Bhilai, Raipur**
Essential Qualification	Scientific/Technical/Engineering 1. 10/12/Science Graduate/Diploma in Engineering of three years duration 2. Minimum 2 years of experience in the relevant area **or** Graduate/MSc/Equivalent
Desirable Qualifications and Experience	● Working Experience in a research/ science/engineering institute or unit of a reputed govt institute will be highly preferred.
Roles and Responsibilities	● Opens and routes incoming mail; distributes correspondence and other material to department staff/faculty. ● Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form

	letters.
	• Copies and/or duplicates materials as requested; may oversee the day-to-day operation of copy machine
	• Establishes, maintains, processes, and/or updates files, records, and/or other documents.
	• May schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position.
	• May order, stock, and distribute office supplies.
	• May run various routine errands, as required, for the unit/department.
	• Performs miscellaneous job-related duties as assigned.
Emoluments (INR)	**upto 1.92 Lac**
Upper Age Limit	**Maximum Age 35 years (as on date of application)**

General Terms and Conditions:

1. Application will be accepted through the IBITF website only at the following link: https://www.ibitf.co.in/recruit.html.

2. Candidates will be called for an interview and may have to appear in a written test.

3. Merely meeting a 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. Call Letters to the shortlisted candidates will be sent through email only.

5. No TA/DA will be payable to candidates appearing for the interview.

6. 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.

7. IBITF reserves its right to cancel the advertisement for any reason.

8. Canvassing in any form will be a disqualification.

9. 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.