



IIT Bhilai Innovation and Technology Foundation

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

Advt No.: IBITF/Recruitment/2023/01/

Date: 11/01/2023

Advertisement for the recruitment of various positions at IIT Bhilai Innovation and Technology Foundation (IBITF)

Positions: Project Consultant (01), Project Associate (01), Project Assistant (07), and Project Attendant (02)

Place of Posting: Indian Institute of Technology, Bhilai, Transit Campus, Government Engineering College, Old Dhamtari Road, Sejbahar, Chhattisgarh

Company: IIT Bhilai Innovation and Technology Foundation (IBITF)

About the Company

The Department of Science and Technology (DST), under its National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS), has funded IIT Bhilai to host the Technology Innovation Hub (TIH) for Financial Technologies (FINTECH) area. IIT BHILAI INNOVATION AND TECHNOLOGY FOUNDATION (IBITF), a Section 8 Company, has been established by IIT Bhilai to host this TIH. IBITF is the nodal center for spearheading entrepreneurship, R&D, HRD, skill development, and collaboration-related activities in the area of Financial Technologies.

The DST will support the company for five years, after which it will generate revenue to continue its functions. All activities related to the company will be governed by a separate Board of Directors.

Applications are invited for the temporary contractual appointments for the following posts at IBITF for a period of **two years and extendable up to five years** based on performance. Interested candidates can apply online through the IBITF website only at the following link: <https://www.ibitf.co.in/recruit.html>. Last date to submit an online application: is **20/02/2023**. Only shortlisted candidates will be called for interaction/interview. The dates for the interview/interaction will be announced later.



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1. Project Consultant (Finance cum Legal) (01 Position)

Essential Qualification	<p>Bachelor's degree in Law or equivalent with minimum 3 years of experience in a legal advisory role.</p> <p>And</p> <p>Master's degree in finance, economics, business, accounting, or a related major with at least 5 years of relevant work experience</p> <p>OR</p> <p>Qualified Chartered Accountant (CA) / Company Secretary (CS) with minimum 3 years of work experience</p>
Desirable Qualifications and Experience	<ul style="list-style-type: none">• Proven experience as a financial counsel in a business /incubation hub will be preferred• Excellent knowledge and understanding of corporate law and procedures• Experience handling legal documentation and legal issues of corporates• Experience handling financial management of corporates• Full comprehension of the influences of the external environment of a corporation• Demonstrated ability to create legal defensive or proactive strategies• Experience working with Section-8 Company will be considered an advantage• Sound judgment and ability to analyze situations and information• High degree of professional ethics and integrity
Roles and Responsibilities	<ul style="list-style-type: none">• Drafting and solidifying MOUs, agreements, contracts, and other legal documents to ensure the company's full legal rights and assist in handling purchase• Ensure all applicable compliance, registrations, and handling of legal issues for IBITF and its incubates with the applicable provisions of the Companies Act, 2013, corporate law and procedures, Limited Liability Partnership Act, 2008, or any such relevant or required event-based compliance by any law for time being in force for such entities• PoC on behalf of IBITF for correspondence with the Registrar of Companies and all other authorities in financial matters



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	<ul style="list-style-type: none">● 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● Budgeting, accounting, investment, and financial planning for the company● 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● 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● Maintain current knowledge of alterations in legislation and provide clarification on legal language or specifications to everyone in the organization● Research and evaluate different risk factors regarding business decisions and operations● Communicate and negotiate with external parties (regulators, external counsel, public authority, etc.), creating relations of trust● Act as the PoC for all DST-related documentation and correspondence.● Formulate schemes and initiatives under IBITF in collaboration with project staff and ensure legal and IPR-related issues are addressed● Handle IPR-related issues on the website, promotional materials, social media contents, patents, copyrights, etc.
Emoluments (INR)	up to 12 Lakhs (per annum)
Upper Age Limit	Maximum Age 45 years (as on date of application)



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2. Project Associate (Communications & Outreach) (01 Position)

Essential Qualification	<p>Bachelor's degree required; Master's degree preferred.</p> <p>AND</p> <p>2-4 years of relevant professional experience in public service, non-profits, communications, engagement, or other relevant fields.</p>
Desirable Qualification	<ul style="list-style-type: none"> • Strong media and technology skills including proficiency with photography, videography, social media platforms, Microsoft Office Suite, web design, and web development, etc • Demonstrated writing skills (content creation) with strong communication skills with an ability to establish and maintain effective working relationships with others. • Ability to communicate effectively in person, by email, and by phone • Ability to work independently, adapt to changing priorities, and effectively handle multiple assignments simultaneously
Roles and Responsibilities	<ul style="list-style-type: none"> • Ability to translate and explain complex emerging technology ideas and projects to the general public through content • 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 • Set up and optimize web pages and manage the website to increase its visibility and outreach • Engaging with customers and influencers in real-time, moderating discussions on social media posts and direct messages. • Tracking, measuring, and reporting on social media results, channel growth, etc. • Collaborating cross-departmentally to translate business objectives and initiatives into social media actions • Engaging with IBITF stakeholders and performing miscellaneous job-related duties as assigned.
EMOLUMENTS (INR)	up to 3.6 Lakhs (per annum)
Upper Age Limit	Maximum Age 35 Years (as on date of application)



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3. Project Assistant (07 Positions)

Essential Qualification	Scientific/Technical/Engineering <ol style="list-style-type: none">1. Science Graduate/Diploma in Engineering of three years duration2. Minimum 3 years of experience in the relevant area OR Engineering Graduate/MSc/Equivalent
Desirable Qualifications and Experience	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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)	up to 3 Lakhs (per annum)
Upper Age Limit	Maximum Age 35 years (as on date of application)



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4. Project Attendant (02 Positions)

Essential Qualification	1. 10/12/ Graduate 2. Minimum 2 years of experience in the relevant area
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	<ul style="list-style-type: none">• 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)	up to 1.92 Lakhs (per annum)
Upper Age Limit	Maximum Age 35 years (as on date of application)



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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 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.
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 whatsoever.
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.