

**Advertisement to recruit staff member on a temporary basis in the
sponsored project entitled:**

“PMU Activities: Dantewada District Development Design”

Other details of the project are as follows.

A. Chief Investigator:

- **Name:** Prof Souradyuti Paul
- **Designation:** Professor in Department of CSE,
- **Address:** 405B, ED1, IIT Bhilai, Kutelabhata, Durg, CG, 491002
- **Email ID:** souradyuti@iitbhillai.ac.in
- **Website:** souradyutip.github.io

B. Sponsoring Agency: DMF, Dantewada

C. Details of available positions and number of posts:

a) Name of the position: Company Secretary cum Finance Officer

1. **Essential qualifications:** Bachelor's degree in accounting, finance, business administration, or a related field with relevant work experience. OR A Master's degree or professional certification (such as CPA, CA, ACCA) may be preferred but not always required with relevant work experience.
2. **Desirable:** Prior experience in accounting, financial management, or related fields, preferably in the context of project accounting or grant management. Familiarity with financial reporting standards, budgeting processes, and financial analysis. Experience with accounting software and financial management systems is often desirable.
3. **Age limit:** 45 years
4. **Salary range:** In the range of Rs 50000-75000, commensurate with experience and qualifications.
5. **Duration:** 12 months.
6. **No. of posts:** 1
7. **Place of Posting:** Collectorate, Dantewada, Chhattisgarh

b) Name of the position: Project Associate

1. Essential qualifications:

- Bachelor's degree in Engineering, Computer Science/IT, Data Science, Environmental Science, Public Policy, Rural Development, Development Studies, Social Work, Public Health, Management, Economics, Statistics, or any other relevant discipline from a recognized university/institution.
- Minimum 2 years of relevant professional experience in project planning, preparation of DPRs, EOIs, technical proposals, project management, data analysis, MIS, documentation, or implementation support.
- Candidates with a Master's degree in a relevant discipline may be preferred.

2. Desirable: Prior experience in the preparation of Detailed Project Reports (DPRs), Expressions of Interest (EOIs), project proposals, concept notes, and other technical documentation. Experience of working with Government Departments, Project Management Units (PMUs), consultancy organizations, or development sector projects will be preferred. Proficiency in MS Office applications, particularly Word, Excel, and PowerPoint, along with strong analytical, report writing, and documentation skills is desirable. Experience in data analysis, MIS, dashboard development, or digital project monitoring systems will be an added advantage. Familiarity with government schemes, public procurement processes, District Mineral Foundation (DMF) projects, and stakeholder coordination is desirable.

3. Age limit: 45 years

4. Salary: In the range of Rs 35000-50000, commensurate with experience and qualifications.

5. *Duration:* 12 months.

6. *No. of posts:* 1

7. *Place of Posting:* Collectorate, Dantewada, Chhattisgarh

D. How to apply (for all positions): Interested candidates are required to complete the following steps:

1. Submit the online application form: <https://forms.gle/A5XA5FnxRFQmJJ2JA>

2. Submit application by email: After submitting the Google Form, candidates must send the following documents via email to the Chief Investigator.

3. Email submission details:

- **To:** Prof. Souradyuti Paul, Chief Investigator

Email: souradyuti@iitbhilai.ac.in

- **Documents to submit by email:**

I. A filled-out application form (attached in the advertisement)

II. A well-written CV/Resume

- **Subject-line of the email:** “Application PC - 2019800 July_2026”
- **Submission deadline (hard):** 1730 hours on 06/08/2026.

E. Notification: Only shortlisted candidates will be informed via email regarding further details of the selection process.



भारतीय प्रौद्योगिकी संस्थान भिलाई

जिला-दुर्ग, छत्तीसगढ़-491001

Indian Institute of Technology, Bhilai

Dist.- Durg, Chhattisgarh - 491001

Website: www.iitbhillai.ac.in

Terms & Conditions:

- I. No TA/DA will be provided to the candidate for the interview.
- II. The decision of the selection committee will be final.
- III. If the number of candidates appearing for the interview is large, the selection committee may decide to restrict the number of candidates for the interview to a reasonable limit after considering qualifications and experience over and above the minimum prescribed in the advertisement.
- IV. The appointment of the candidate will be governed by the terms and conditions of the institute / funding agency particularly applicable to the said project as and when required.
- V. The selected candidate will have to join duty immediately on receipt of the offer.
- VI. The fellowship may be terminated with a 30-day notice before completion of the tenure if performance till date is not deemed satisfactory.
- VII. IIT Bhilai based on the performance of the candidates reserves the rights to fill or not to fill any or all the posts.