



# iHub Anubhuti-IIITD Foundation

(A Section 8 Company, Promoted by IIIT-Delhi)  
Under the aegis of the **National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS)** of the  
Department of Science and Technology (DST), Government of India (GoI)



iHub-Anubhuti/2026/Hiring/03

Date: 13th April 2026

## Inviting applications for the position of 'Manager – Finance & Compliance'

IHUB ANUBHUTI-IIITD FOUNDATION (iHub-Anubhuti) is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) of the Government of India. It is a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. Our charter includes creating Intellectual Property, Products and develop collaboration between industries, academic institutions and government agencies to innovate and developing data-driven cognitive computing and social sensing solutions leveraging artificial intelligence and machine learning.

iHub-Anubhuti is looking to hire an individual for the **Manager – Finance & Compliance** position and invites applications for the same.

**Job Title:** Manager – Finance & Compliance

**No. of posts:** One

### Job Profile

The Manager Finance will support the financial planning, fund management, and statutory compliance initiatives for iHub-Anubhuti. The candidate will ensure that all financial operations strictly adhere to established government guidelines, including the General Financial Rules (GFR) 2017. This role requires maintaining rigorous financial discipline, preparing the organization for internal, statutory, and forensic audits, and facilitating the financial due diligence for our startup ecosystem and research projects.

The candidate should be efficient in providing leadership, direction, and management of the finance and accounting team, provide strategic financial recommendations to the CEO, Manage the processes for financial forecasting and budgets, and oversee the preparation of all financial reporting. Head Finance should be able to advise on long-term business and financial planning.

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### Job Responsibilities

#### 1. Financial Operations & Grant Management

- Manage the day-to-day accounting, banking, and financial operations of the Section-8 company including preparation of Balance Sheet, Trial Balance and other required financial documents.
- Oversee the receipt, utilization, and rigorous tracking of government grants under NM-ICPS and other DST schemes.
- Prepare timely and accurate Utilization Certificates (UCs) and Statements of Expenditure (SoEs) for submission to funding agencies.

#### 2. Procurement & Policy Compliance

- Ensure strict adherence to the General Financial Rules (GFR) 2017 and internal procurement policies for all organizational purchases, including high-performance AI computing servers and infrastructure.



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- Oversee all tax compliances, including Income Tax, GST, TDS, and PF deductions, ensuring timely statutory filings, reconciliations, and returns.

### 3. Audit & Reporting

- Maintain highly organized, audit-ready records to track, monitor, and report fund utilization.
- Ensure absolute compliance with all statutory guidelines, company policies, and government funding frameworks (including DST/NM-ICPS schemes).
- Prepare and ensure the timely submission of annual and monthly financial statements, Utilization Certificates (UCs), and Statements of Expenditure (SoEs).
- Coordinate extensively with internal, statutory, and forensic auditors to facilitate seamless audits and proactive query resolution.
- Draft, implement, and prepare Standard Operating Procedures (SOPs) to institutionalize financial best practices across the Hub.
- Coordinate and lead internal, statutory, and specialized forensic audits, ensuring all queries are proactively resolved and Board-approved financial policies are strictly upheld.
- Prepare comprehensive progress and compliance reports for internal management, the Board, and external government funding agencies.

### 4. Startup Portfolio Financials & Due Diligence

- Facilitate the investment and grant disbursement process, ensuring all due diligence and policy protocols are strictly followed.
- Track and monitor the financial health of the startup portfolio, maintaining updated records for equity valuations, seed fund milestones, and repayment schedules.
- Review the financial projections and compliance documentation of new startups during the onboarding phase.

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### Skill Sets, Knowledge, and Experience

- **Educational Qualifications:** M.Com/ CMA/ CA/ MBA (Major in Finance) or equivalent.
  - **Experience:** Minimum 5 years of experience in finance, accounting, auditing, or a relevant area. Experience handling government grants, seed funds, or compliance reporting is a strong plus. Prior experience in a Section-8 company or academic incubation ecosystem is highly advantageous.
  - **Desirable Traits:**
    - Exceptional understanding of compliance, drafting agreements, and audit readiness.
    - Excellent written and verbal communication skills.
    - Strong administrative and managerial skills with a firm ability to enforce policies and multitask.
    - Proficiency in accounting software (e.g., Tally), Microsoft Office, and progress-tracking tools.
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## Compensation, Tenure, and Other Details

- **Compensation:** The consolidated salary will be in the range of INR 8.40 Lakhs to INR 10.80 Lakhs annually (CTC), commensurate with experience.
- **Tenure:** The job will be of a contractual nature with an initial probation period of 6 months.
- **Benefits:** All other benefits as per iHub's HR Policy shall be provided to the selected candidate.

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## General Instructions

1. iHub-Anubhuti reserves the right to restrict or increase the number of candidates for the further recruitment process, based on its requirements, qualifications, and experience.
2. iHub-Anubhuti also reserves the right to reject any or all applications without assigning any reasons thereof.
3. Eligibility of a candidate for the post will not automatically mean that they will be shortlisted and called for the further recruitment process. No request in this regard will be entertained for review.
4. The selected candidate will be expected to join within a month from the date of the Offer of Appointment.
5. The compensation stated is tentative, and the selection committee may decide the salary as per the experience and qualifications of the candidate; there is no binding on the management in this regard.

## How to Apply

Interested candidates may apply by filling google form.  
<https://forms.gle/nGAQEHeCQaSaGVvt7>

Also, you may visit <https://anubhuti.tech/career>

Note: This is a rolling advertisement until the position is filled. Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.