



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Argul, Khorda- 752050

Walk-in Interview

ADVERTISEMENT No. Rectt.-OSD/02/Non-Teaching/2024 Dt. 01.05.2024

Applications are invited from the superannuated AG/CAG Officers for Walk-in interview for the post of “**Officer-on-Special Duty (Internal Audit)**” on contract basis. The details are given below:

| Name of the post | Number of Vacancies | Consolidated Remuneration | Nature of Engagement | Schedule of Walk-in interview |
|---|---------------------|---------------------------|----------------------|--|
| Officer-on-Special Duty(Internal Audit) | 01 | Rs. 50,000 /- | On-contract | Date: 08.05.2024 (Wednesday) Time: 09:30 A.M. Venue: Administrative Building Indian Institute of Technology Bhubanewar Argul, Jatni, khorda-752050 |

Qualification & Experience:

| Post | Eligibility Criteria |
|---|--|
| Officer-on-Special Duty(Internal Audit) | <p>Eligibility: Persons who have retired as Section Officer/AAO/Equivalent or above with Grade Pay of Rs.5,400/- (Level-9) and above from AG/CAG</p> <p>Upper Age Limit: 63 Years of age as on the date of Walk-in interview</p> <p>Duration of Contract: The engagement shall be purely temporary basis, initially for a period of 1 year, which may be extended at the discretion of the Competent Authority subject to functional requirement, performance appraisal and fitness of the individual etc.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none">1. Internal audit of the procurement and payment proposal, documents and reports pertaining to the Institute.2. Preparation of suitable reply for compliance to old outstanding CAG Paras and settlement of audit observations.3. Providing suitable advice and guidance to minimize and audit observation during SAR and transition audit.4. Any other assignment depending upon administrative requirements. |

General Instructions:

1. The candidates are required to download the **Application form** from the Institute website and send the duly filled-in application through email (recruitment@iitbbs.ac.in) latest by 07/05/2024, failing which their candidature may not be considered for the interview.
2. The hardcopy of the filled-in Application form (enclosed) along with a set of photocopies of Educational qualification certificates and experience are need to be submitted during registration for the interview. The candidates are also advised to carry original certificates for verification.

3. Candidate should report at 09:00 A.M. at the venue mentioned below and register their name for interview.
4. No TA/DA shall be paid for attending the Interview.
5. No interim enquiry will be entertained. However, candidates are advised to keep visiting the Institute website <https://www.iitbbs.ac.in/jobs-iitbbs.php> (job section) for any updates in this regard.
6. In case of any dispute/ambiguity in the process of selection, the decision of the Director IIT Bhubaneswar shall be final and binding.
7. Venue of Interview :

Administrative Building
Indian Institute of Technology Bhubaneswar
Argul, Jatni, Khorda – 752050

Sd/-
REGISTRAR



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
www.iitbbs.ac.in

APPLICATION FORM

| | |
|-----------------------------|---|
| Advt. No. | Rectt.-OSD/02/Non-Teaching/2024 Dt. 01.05.2024 |
| Position applied for | Officer-on-Special Duty (Internal Audit) |



| | | |
|----|--|---|
| 1. | Name in full (in capital letters) | |
| 2. | Father's Name | |
| 3. | Marital Status / Sex | |
| 4. | a. Permanent address (with phone no. and e-mail) | b. Address for correspondence (with phone no. and e-mail) |
| 5. | Mobile No | |
| 6. | Date of birth (please enclosed attested copy of certificate) | |
| 7. | Are you a citizen of India? (If no, please provide details). | |
| 8. | Category (UR/ST/SC/OBC/PwBD/EWS/ESM) | |
| 9. | If you are employed, please state the name of your employer, your present basic pay & scale of pay/Pay Band & Grade Pay | |

10. Details of educational qualifications: Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination. Please attach true copies of certificates and mark sheets duly attested.

| Sl. No. | Examination/ Degree/ Diploma passed | Name of the Board/University/ Institution | Subjects (Please mention field of specialization, honours, etc., where applicable) | % of marks | Distinction/ Class / Division | Year of Passing |
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11. Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one

| Sl No. | Organization/Institute | Position held | Date of Joining | Date of leaving | Last/Present basic Pay | Scale of Pay |
|--------|------------------------|---------------|-----------------|-----------------|------------------------|--------------|
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I hereby declare that I have carefully read and understood the instructions and eligibility criteria provided in the advertisement and that all the entries in this form are true to the best of my knowledge and belief.

Date : _____

Signature of the Candidate