



# भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Argul, Khorda- 752050

## **ADVERTISEMENT No. Rectt.-Contract/07/Non-Teaching/2024 Dt. 04.10.2024**

The **Indian Institute of Technology Bhubaneswar** seeks to engage candidates who have completed Chartered Accountancy (Intermediate)/IPCC as “Trainees”. These “F&A Trainees” shall be given exposure to Finance and Accounts Functioning at IITBBS and will be expected to learn and supplement the working at IITBBS through their knowledge. Applications are invited from dynamic, tech-savvy, and committed candidates who have completed CA (Intermediate)/IPCC to serve as “F&A Trainees”. The traineeship will allow young academic talent to be associated with the IITBBS work for mutual benefit. It will provide an opportunity to improve their skills both technical as well as managerial as well as exposure to real-life problems.

Online applications are invited from the aspiring eligible candidates for the engagement of “**Traineeship**” on contract basis. The position is purely temporary in nature. The details are given below:

| Name of the Post | Number of vacancy               | Stipend                              | Nature of Engagement |
|------------------|---------------------------------|--------------------------------------|----------------------|
| Traineeship      | Accounting – 02<br>Finance – 02 | Rs. 25,000/- to<br>Rs. 35,000/- P.M. | On-Contract basis    |

### **Qualification & Experiences:**

| Name of the Post | Particulars   |
|------------------|---|
| Traineeship      | <p>i) <b><u>Qualification:</u></b><br/>Candidates must have passed the Chartered Accountant (Intermediate)/IPCC examination and have completed three years of Articleship Training / Audit Training.</p> <p>ii) <b><u>Essential Skills:</u></b><br/>Expert-level knowledge of Tally Accounting Software, MS Office, and online GST/IT compliance procedures.</p> <p>iii) <b><u>Nature of Traineeship:</u></b><br/>Compilation and Finalization of Annual Accounts, Budgeting, Auditing etc. Compliance related to Direct and Indirect Taxation.</p> <p>iv) <b><u>Period of Training (tenure):</u></b><br/>Initially for six months (Maximum up to two years purely temporary basis).</p> <p>v) <b><u>Mode of Selection:</u></b> Written test/Skill Test and/or Interview.</p> <p>vi) <b><u>Working hours:</u></b> Six days a week from 9 A.M. to 6 P.M.</p> <p>vii) <b><u>Leave:</u></b> 8 days of casual leave for each completed year in addition to Institute Holidays.</p> <p>Viii) <b><u>Accommodation:</u></b> No accommodation facilities will be provided by IIT Bhubaneswar.</p> <p>ix) <b><u>Upper age Limit:</u></b> 27 Years.</p> |

### **General Information**

1. The candidate must be a citizen of India.
2. Interested candidate who fulfils the above requirement may apply online through the Institute website: <https://www.iitbbs.ac.in/index.php/home/jobs/non-teaching-jobs/>
3. The shortlisted candidate shall produce original mark sheets and other relevant document at the time Written test/Skill Test and/or Interview, failing which his/her candidature shall be cancelled.
4. The last date for submission of the application is October 31, 2024. The date of the Written/skill test and/or Interview will be communicated to the shortlisted candidates over mail. The same will be displayed on the Institute website in the due course of time.

5. No correspondence whatsoever regarding the conduct and result of the written test/skill test and the reasons for not being called for the Written Test and/or Skill Test and/or Interview, etc. will be entertained.
6. The Institute reserves the right to fix, modify or revise the eligibility conditions, age, and selection criteria as per its requirements, at any time.
7. The traineeship can be terminated by the trainee by giving at least one month prior notice. In case the notice period is less than the prescribed period of one month, he/she shall have to deposit the stipend earned (on a pro-rata basis) for the duration. However, the Internship can be terminated by the Competent Authority at any point in time without giving any notice/reason in respect thereof.
8. A traineeship certificate shall be issued to the trainees, however, no such certificate shall be issued for an internship of less than six months.
9. The Institute will provide necessary working space, internet facility (within the office), and other necessities as deemed fit for carrying out the responsibilities.
10. All the updates will be displayed on the Institute Website. For any query, please send an email to [info.recruitment@iitbbs.ac.in](mailto:info.recruitment@iitbbs.ac.in).

**Sd/-  
REGISTRAR**