



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर Indian Institute of Technology Bhubaneswar

एफसं. /F. No. 3-29/2024-Rectt.

दिनांक / Date: 20th November 2024

सूचना /NOTICE

Sub.: Provisionally shortlisted candidates for Written Test and Skill Test for the post of “Junior Accountant”.

Ref: Advertisement No. Rectt./02/ Non-Teaching/ 2024, dated 03 September 2024.

This is to notify that the **Written Test and Skill Test** of the provisionally shortlisted candidates at **Annexure-II** for the post of **Junior Accountant (SC: 01, ST: 01)** will be held as per the following schedule & list:

A. Details of Schedule:		
1	Date of Written Test & Skill Test	3 rd December 2024 (Tuesday)
2	Reporting Time	08:30 A.M.
3	Venue	School of Electrical and Computer Sciences, Indian Institute of Technology Bhubaneswar, Argul, Khordha, PIN - 752050, Odisha Ph. 0674-7134815
4	Syllabus and other details of the Examination	Annexure-I
B. Details of candidates Shortlisted / Not Shortlisted		
1	List of Provisionally Shortlisted candidates	Annexure – II
2	List of candidates Not Shortlisted based on eligibility criteria	Annexure – III

Notes:

- 1) The screening of applications for the post of **Junior Accountant (L-4)** has been done as per the minimum eligibility criteria mentioned in the advertisement.
- 2) The shortlisted candidates (**Annexure – II**) are required to appear for the Written Test and Skill Test on 03.12.2024. The candidates should appear for the selection process based on this notification along with copy of the intimation received through email. No individual hard copy of the call letter shall be sent.
- 3) The list of candidates not fulfilling the eligibility requirements are given in **Annexure -III** along with the reasons thereof. Such candidates if felt eligible, may submit their representation only on Google Form link [“https://docs.google.com/forms/d/1p5KqQS9qC4_j3f37LOMKx2jaiDKKsIDTTS2rZbtJUWk/edit”](https://docs.google.com/forms/d/1p5KqQS9qC4_j3f37LOMKx2jaiDKKsIDTTS2rZbtJUWk/edit) by 5.00 P.M. **of 24th November 2024**. No communication beyond the said date & time shall be entertained.
- 4) Candidates are advised to visit the Institute website (<https://www.iitbbs.ac.in/index.php/home/jobs/non-teaching-jobs/>) regularly for any further updates.

Other Instructions to the candidates for appearing the Written Test & Skill Test:

1. Candidates are required to produce a Proof of Identity issued by Govt. **(in original)** such as Aadhaar Card/Passport/Driving License/PAN Card/Voter Card etc. without which the candidate will not be permitted to appear for the Written Test and Skill Test. No photocopies of the above documents shall be entertained.
2. Candidates are required to bring all the **original and a set of photocopies of all** Educational Certificates, Mark-sheets/Grade-sheets, testimonials, experience certificates, relevant category certificate(s) (SC/ST/OBC-NCL/PwBD/EWS), if applicable, and any other documents as mentioned in the Application Form. During actual verification from original documents, if any discrepancy is noticed, candidate(s) **will not be allowed to appear the Written Test and Skill Test.**
3. **Certificate in support of experience should be in proper format i.e. it should be on the organization's letterhead and contains date of issue, post wise duration of service, salary/pay scale/pay level, name and designation of the issuing authority along with their signature and stamp etc. (Refer Annexure-IV). Submission of original experience certificate during document verification is compulsory. The offer letter, promotion order, pay slips etc. shall not be considered as experience certificate. If a candidate could not produce an experience certificate in the specified format or produce a certificate without having the required details, he/she will not be allowed to attend the Written Test and Skill Test.**
4. Candidates are required to bring a '**No Objection Certificate**' along with **Vigilance Clearance Certificate** from the employer, in case he/she is employed in a Government/Semi-Government/Autonomous Organization/Public Sector Undertaking etc. and whose application has not been forwarded through proper channel by the employer for this post. In the absence of **No Objection Certificate** and/or any other certificate as mentioned above, **his/her candidature shall not be considered for further recruitment process.**
5. Candidates must report at **08:30 A.M.** sharp on the scheduled date at the venue, failing which the candidate will not be allowed to appear for the Selection Tests.
6. Electronic gadgets such as Bluetooth, mobile phone, laptop, iPad, Smart watch etc. are not allowed in the examination hall. However, candidates are required to bring writing materials such as ball point Pen (blue/black).
7. *No TA/DA shall be paid to the candidates for attending the Written Test/Skill Test. The candidates are advised to make their own arrangement for lodging and boarding to appear the recruitment process.*

**Sd/-
Registrar**

Annexure – I

Scheme of Examination and Syllabus for Written Test & Skill Test:

Particulars	Maximum Marks	Duration	Syllabus
Written Test (Objective Type- MCQ)	100	1 hour	1. Rules of Finance, Accounts & Audit 2. General Financial Rules (GFR) 3. Works Procedure (Knowledge on CPWD Manual) 4. Knowledge of Taxation (Income Tax & GST), NPS, Salary, LTC, TA/DA & other Statuary provisions of Govt. of India 5. Preparation of Books of Account. 6. Rules of Establishment & service matters 7. Rules of Stores & Purchase 8. Proficiency in English 9. Numerical Aptitude 10. General Awareness & Current Affairs
Written Test (Subjective Type)	50	1 hour	
Skill Test (Qualifying in nature)	100	1 hour	1. Professional efficiency test on Accounting, Budget, Taxation and Audit 2. Test on software package including Tally, MS-office like word processing, Excel, Power point PPTs, etc. 3. Knowledge in English language and Comprehension, which includes communicative & writing skills, skills on different Office procedures.

Annexure – II

List of Provisionally **Shortlisted** Candidates for the post of
“Junior Accountant”

Sl. No.	Application No.
1	NT030924JAC0040
2	NT030924JAC0073

Annexure – III

List of **Not Shortlisted** candidates with reason of rejection for the post of

"Junior Accountant"

Sl. No.	Application No.	Reason for Rejection
1	NT030924JAC0004	NE, NEQ
2	NT030924JAC0010	NE, NEQ
3	NT030924JAC0011	NEQ
4	NT030924JAC0012	NBRC
5	NT030924JAC0014	NEQ
6	NT030924JAC0017	NRE, NEQ
7	NT030924JAC0019	NE, NEQ
8	NT030924JAC0020	NBRC, NEQ
9	NT030924JAC0022	NEQ
10	NT030924JAC0025	NBRC, NEQ
11	NT030924JAC0026	NE, NEQ
12	NT030924JAC0027	NE, NEQ
13	NT030924JAC0029	NARE, NEQ
14	NT030924JAC0030	NBRC, NEQ
15	NT030924JAC0036	NE, NBRC, NEQ
16	NT030924JAC0043	NE, NEQ
17	NT030924JAC0058	NEQ
18	NT030924JAC0069	NARE, NBRC
19	NT030924JAC0070	NBRC
20	NT030924JAC0072	NBRC, NEQ, NE
21	NT030924JAC0074	NEQ
22	NT030924JAC0075	NEQ
23	NT030924JAC0076	NBRC, NEQ
24	NT030924JAC0077	NEQ
25	NT030924JAC0078	NBRC, NEQ, NE
26	NT030924JAC0080	NEQ, NE
27	NT030924JAC0084	NEQ, NRE
28	NT030924JAC0087	NEQ
29	NT030924JAC0088	NEQ
30	NT030924JAC0091	NEQ, NE
31	NT030924JAC0092	NEQ, NE

Sl. No.	Abbreviation of rejection criteria	
1	NEQ	No Essential Educational Qualification
2	NARE	No Adequate Required Experience
3	NRE	No Relevant Experience
4	NE	No Experience
5	OA	Overage
6	NSRD	Non- Submission of Required Documents
7	NBRC	Not Belongs to Required Category
8	NAF	No Application Fees

(To be issued in Letter Head of the Institution/Issuing Authority)

Experience Certificate

This is to certify that Shri/Ms. _____ is/was an employee of _____ (Organization/Department/Ministry) and duties performed by him/her during the period are as under:

Details of experience (please indicate the latest first, add row if necessary)

Sl. No.	Post held	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Nature of appointment (permanent/ temporary/ Part-time/ contract)	Pay level/ Scale	Last basic pay drawn	Duties performed/ experience gained in brief in each post (max. 50 words)
1	2	3	4	5	6	7	8

It is certified that above facts and figures are true and based on service records available in our organization/ Department/ Ministry.

Dated:

Signature

(Name & Designation of the Competent Authority with seal)