



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

**ADVERTISEMENT No. Rectt.-Contract/10/Non-Teaching/2024 Dt. 11.11.2024**

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

Name of the Post	Number of vacancy	Consolidated Remuneration	Nature of Engagement
Administrative Trainees (Interns)	02	Rs. 20,000/- to Rs. 25,000/- P.M.	On-Contract basis

**Qualification & Experiences:**

Name of the Post	Particulars
Administrative Trainees (Interns)	<p><b>i) <u>Essential Qualification :</u></b></p> <ol style="list-style-type: none"><li>1. A First Class Bachelor’s degree from a recognized University.</li><li>2. Proficiency in working with Computer applications such as MS-Office suit.</li></ol> <p><b>ii) <u>Desirable:</u></b> Post Graduate Diploma in Computer Applications (or equivalent) from a recognized Institution.</p> <p><b>iii) <u>Nature of Traineeship:</u></b> Selected trainees will get an opportunity to work in various administrative section of the Academic Department as well as on emerging tools and technologies in the Enterprise Resource Planning (ERP i.e. EIMS) field.. <i>The positions will be deemed to be automatically terminated at the end of the completion of their tenure.</i></p> <p><b>iv) <u>Period of Training (tenure):</u></b> One year (purely temporary basis)</p> <p><b>v) <u>Mode of Selection:</u></b> Through test &amp; or interview</p> <p><b>vi) <u>Working hours:</u></b> Six days a week from 9 A.M. to 6 P.M.</p> <p><b>vii) <u>Accommodation:</u></b> No accommodation facilities will be provided by IIT Bhubaneswar.</p> <p><b>vii) <u>Upper age Limit:</u></b> Below 25 years</p>

**General Information**

1. Aspiring candidates satisfying the eligibility criteria may apply through online process. Candidates must go through the advertisement before filling up the online application form.
2. Candidates must attach scanned copies of educational certificates & experience certificates, if any, while applying online.
3. **The opening date of submission of online application is 11.11.2024 and the closing date of submission of online application is 21.11.2024. Candidates are advised not to send the hardcopy of the application.**
4. The engagement is purely temporary in nature and has nothing to do with permanent position in the Institute.
5. In case of any difficulty in filling up the application form, feel free to contact Recruitment Cell, Phone: 0674-7134815, email: [info.recruitment@iitbbs.ac.in](mailto:info.recruitment@iitbbs.ac.in).
6. In case of any dispute/ambiguity in the process of selection, the decision of the Director, IIT Bhubaneswar shall be final and binding.

Sd/-  
REGISTRAR