



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

ADVERTISEMENT No. Rectt.-Contract/06/Non-Teaching/2025 Dt. 09.10.2025

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)	03	Rs. 20,000/- to Rs. 23,000/- P.M. *	On-Contract basis

* Based on qualification, experience & performance in the interview/test.

Qualification & Experiences:

Name of the Post	Particulars
Administrative Trainees (Interns)	<p>i) <u>Essential Qualification :</u></p> <ol style="list-style-type: none">1. A Bachelor's degree in any discipline or BBA from a recognized University with 50% marks.2. Proficiency in MS-Office and data analytics. <p>The candidate should have good communication skills (oral and written), knowledge of using latest AI and other tools, knowledge of presentation (PPT) creation and strong interpersonal skills.</p> <p>ii) <u>Nature of Traineeship:</u></p> <ol style="list-style-type: none">1. Research on corporates, alumni, and HNIs in India (including Forbes List references)2. Develop databases of corporates, alumni, and HNIs by location, business sector, net worth, philanthropic causes, and major contributions.3. Create an Alumni, Corporate, and HNI Almanac.4. Managing visits, partnerships & collaborations with Foreign Universities5. Setting up and Managing MoU's with Foreign Universities6. Prepare reports as required7. Undertake any additional tasks assigned from time to time. <i>The position will be reviewed at the end of the completion of their tenure.</i> <p>iii) <u>Tenure of the Intern:</u> One year (purely on a temporary basis)</p> <p>iv) <u>Mode of Selection:</u> Through test and/or interview</p>

	<p>v) <u>Working hours:</u> Six days a week from 9 A.M. to 6 P.M.</p> <p>vi) <u>Accommodation:</u> No accommodation facilities will be provided by IIT Bhubaneswar.</p> <p>vii) <u>Age:</u> The candidates' age should preferably not exceed 25 years as on the last date of submission of the application.</p>
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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 11.10.2025 and the closing date of submission of online application is 26.10.2025. All the applications should be submitted ONLY through the online portal. Hard copy or soft copy submission will NOT be accepted.**
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.
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