	भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
	Indian Institute of Technology Bhubaneswar

एफ.सं /F. No. 3-20/2026-Rectt.   दिनांक / Date: 24.03.2026

सूचना /NOTICE

Sub: **Provisionally shortlisted candidates for Written Test and Interview for the post of "Assistant Career Development Executive at PL-08"**

Ref: Advertisement No. Rectt./01/ Non-Teaching/ 2025, dated 08 December 2025.

This is to notify that the **Written Test and Interview** of the provisionally shortlisted candidates at **Annexure-II** for the post of **Assistant Career Development Executive (UR-01)** will be held as per the following schedule & list:

A.	**Details of Schedule**	
1	Date of Written Test and Interview	07 April 2026 (Tuesday)
2	Written Test	**Reporting Time:** 08:30 A.M. **Venue:** Room No. 201 School of Electrical and Computer Sciences, Indian Institute of Technology Bhubaneswar, Argul, Khordha, PIN - 752050, Odisha Ph. 0674-7134815
3	Interview (for candidates who qualify in the Written Test)	**Reporting Time:** 02:30 P.M. **Venue:** Room No. 104 Administrative Building, Indian Institute of Technology Bhubaneswar, Argul, Khordha, PIN - 752050, Odisha Ph. 0674-7134815
4	Syllabus and Scheme of 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 screening criteria	Annexure – III

Notes:

1) The screening of applications for the post of **Assistant Career Development Executive** (PL-08) has been done as per the eligibility criteria and terms & conditions mentioned in the advertisement.

2) The shortlisted candidates (**Annexure-II**) are required to appear for the Written Test as per the above schedule and based on this notification along with a copy of the intimation received through email. No individual hard copy of the call letter shall be sent. Only the candidates qualified in the Written Test are eligible to appear on the Interview as per above schedule.

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 as per

above mentioned screening criteria, may submit their representation only on Google Form link https://forms.gle/m2QedvA16RLGTcLi9 by **5 P.M**. of 26 March 2026. No communication beyond the said date & time shall be entertained.

4) The candidates are also advised to visit the Institute website (https://www.iitbbs.ac.in/index.php/home/jobs/) regularly for any further updates.

Other Instructions to the candidates for appearing in the selection process:

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 candidates will not be permitted to appear in the Selection Processes. No photocopies of the above documents shall be entertained.

2. Candidates are required to bring **original and a set of photocopies of all the** Educational Certificates, Mark-sheets, testimonials, experience certificates, category certificates (SC/ST/OBC-NCL/PwBD/EWS), if applicable, and any other relevant documents as mentioned in the Application Form. Candidate(s) **will not be allowed to appear for the Written Test/Interview** if any discrepancy is noticed at the time of verification of original documents.

3. The experience certificate must be issued in the prescribed format on the organization's official letterhead. It should clearly mention the date of issue, post-wise and pay level wise duration of service, salary/pay scale/pay level, and the name and designation of the issuing authority, along with their signature and official stamp (refer **Appendix-III** of the advertisement). **Production of original experience certificate during document verification is compulsory. The offer letter, promotion order, pay slips etc. shall not be considered as an 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/Interview.**

   Candidates engaged through outsourcing agencies should note that the experience certificate issued by the outsourcing agency **must be certified by the Principal Employer**.

4. Candidates are requested 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 including Public Sector Undertakings 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, **the 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 Interview.

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), HB Pencil etc.

7. No TA/DA shall be paid to the candidates for attending the Selection Test. The candidates are advised to make their own arrangement for lodge and boarding to appear in the recruitment process.

Sd/-
Registrar

Scheme of Examination and Syllabus for Written Test and Interview for the post of Assistant Career Development Executive

Details of Written Test:

Particulars	Maximum Marks	Duration	Syllabus
Objective	100 marks	1 Hour	1. General English 2. Quantitative Aptitude 3. Mental Ability and Reasoning. 4. Academic Matters: NEP, Higher Education System in India, IIT Council, etc. 5. General Administration: Statutes of IIT Bhubaneswar, Office Procedures, Conduct Rules, RTI, etc. 6. Establishment Matters: Leave rules, Leave Travel Concession, TA/DA, HRA, Children's Education Allowance, Deputation and Foreign Service, etc. 7. Purchase & Stores: GFR-2017, Procurement of Goods & Services, GeM procedures, Inventory Management, etc. 8. Finance & Accounts: Income Tax, GST, NPS etc.
Subjective (Computer Based Test)	100 marks	$1\frac{1}{2}$ Hours	1. Proficiency in English 2. Noting & Drafting 3. Case based solution (using MS- Word, Excel, Powerpoint) 4. Use of AI tools and applications

Note:
1. Only the candidates who qualify in the Written Test shall be eligible to appear for the Interview. The results of the Written Test will be published on the Institute website.
2. The minimum qualifying marks are 40% in the objective and 50% in the subjective test. The subjective test will be evaluated only for candidates who qualify in the objective Written Test.
3. Final selection will be made with a weightage of 50% in the Written Test and 50% in the Interview.

List of Provisionally **Shortlisted** Candidates for the post of
"**Assistant Career Development Executive**"

Sl No.	Application No.	Remarks
1	NT081225ACD0002	-
2	NT081225ACD0011	-
3	NT081225ACD0028	-
4	NT081225ACD0035	Subject to production of experience certificate for HR/Placements
5	NT081225ACD0051	-
6	NT081225ACD0059	-
7	NT081225ACD0076	-
8	NT081225ACD0078	-
9	NT081225ACD0084	-
10	NT081225ACD0089	-
11	NT081225ACD0095	-

List of **Not-Shortlisted** candidates with reason of rejection for the post of
"**Assistant Career Development Executive**"

Sl No	Application No	Reasons for Rejection
1	NT081225ACD0003	OA
2	NT081225ACD0004	NRE
3	NT081225ACD0006	NRE
4	NT081225ACD0008	NARE
5	NT081225ACD0009	NRE
6	NT081225ACD0014	NEQ
7	NT081225ACD0017	NARE
8	NT081225ACD0018	OA
9	NT081225ACD0019	NRE
10	NT081225ACD0020	NARE
11	NT081225ACD0023	OA
12	NT081225ACD0027	NEQ, NRE
13	NT081225ACD0029	OA
14	NT081225ACD0031	NRE
15	NT081225ACD0032	NEQ, NRE
16	NT081225ACD0033	NARE
17	NT081225ACD0034	NEQ, NE
18	NT081225ACD0037	NEQ, NRE
19	NT081225ACD0039	NEQ, NRE
20	NT081225ACD0040	NARE
21	NT081225ACD0047	NEQ, NRE
22	NT081225ACD0049	NRE
23	NT081225ACD0052	NEQ, NE
24	NT081225ACD0054	NARE
25	NT081225ACD0056	NRE
26	NT081225ACD0061	NRE
27	NT081225ACD0063	NARE
28	NT081225ACD0065	OA
29	NT081225ACD0066	NRE
30	NT081225ACD0067	NRE
31	NT081225ACD0068	NRE
32	NT081225ACD0071	NRE
33	NT081225ACD0072	NRE, NEQ
34	NT081225ACD0073	OA
35	NT081225ACD0075	NRE
36	NT081225ACD0077	NARE
37	NT081225ACD0079	NEQ, NRE
38	NT081225ACD0080	NRE
39	NT081225ACD0081	NARE

Sl No	Application No	Reasons for Rejection
40	NT081225ACD0082	NRE
41	NT081225ACD0085	NRE
42	NT081225ACD0086	OA
43	NT081225ACD0091	NE
44	NT081225ACD0092	NEQ, NRE
45	NT081225ACD0093	NEQ, NRE
46	NT081225ACD0094	NRE, NEQ
47	NT081225ACD0097	NARE
48	NT081225ACD0098	NEQ, NE
49	NT081225ACD0101	NRE
50	NT081225ACD0102	NARE
51	NT081225ACD0104	NARE
52	NT081225ACD0105	NARE
53	NT081225ACD0106	NEQ, NRE
54	NT081225ACD0107	NEQ, NRE
55	NT081225ACD0108	NRE
56	NT081225ACD0109	OA

Sl. No.	Abbreviation of rejection criteria	
1	NEQ	No Essential Educational Qualification
2	NARE	No Adequate Required Experience
3	NRE	No relevant experience
4	OA	Over Age
5	NSRD	Non-submission of Required Documents
6	NAF	No Application Fees
7	NBRC	Not belongs Required Category
8	NE	No Experience