



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

एफ.सं /F. No. 3-19/2026-Rectt.

दिनांक / Date: 30.05.2026

सूचना /NOTICE

Sub: Provisionally shortlisted candidates for Skill Test, Written Test and Interview for the post of "Private Secretary at PL-08"

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

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

A. Details of Schedule		
1	Date of Skill Test, Written Test and Interview	11 June 2026 (Thursday)
2	Details of Skill Test and Written Test	Reporting Time: 08:00 AM Venue: School of Mechanical 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: 03:00 PM 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 **Private Secretary (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 Skill Test and 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 for 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/T8HDAB4tYU3YkCYq6> by **5 P.M.** of **02 June 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. Photocopies of the above documents shall not 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 **08:00 AM** sharp on the scheduled date at the venue, failing which the candidate will not be allowed to appear for the Written Test/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 Skill Test and Written Test for the post of Private Secretary

Details of Skill Test (Qualifying in nature):

Particulars	Maximum Marks	Duration	Remarks
Skill Test (Computer Based)	30 marks (Shorthand)	45 minutes	05 minutes for dictation of an English passage of 500 words, followed by 30 minutes for transcription.
	20 marks (Typing Test)		A passage of approximately 400 words in English is to be reproduced in the same format on the computer within 10 minutes.

Details of Written Test:

Particulars	Maximum Marks	Duration	Syllabus
Objective	100 marks	1 Hour	<ol style="list-style-type: none"> 1. Comprehensive and Proficiency in English 2. Current Affairs, General awareness, Mental Ability with numerical aptitude, Constitution of India, RTI Act 2005, Noting, Drafting, Office procedures, Establishment rules etc. 3. Proficiency in computer applications i.e. MS Word, Excel, Powerpoint.
Subjective (Computer Based)	40 marks	45 minutes	

Note:

1. Skill Test is only qualifying in nature.
2. 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.
3. Final selection will be based on performance in the written test and interview.

List of Provisionally **Shortlisted** Candidates for the post of
"Private Secretary"

Sl No.	Application No.	Remarks
1	NT081225PS0016	Subject to production of NOC and experience certificate of the last organization
2	NT081225PS0043	

List of **Not-Shortlisted** candidates with reason of rejection for the post of
"Private Secretary"

SI No.	Application No.	Reasons for Rejection
1	NT081225PS0001	NE
2	NT081225PS0005	NE
3	NT081225PS0006	NRE
4	NT081225PS0007	NE
5	NT081225PS0008	OA, NRE
6	NT081225PS0010	NRE
7	NT081225PS0012	NRE
8	NT081225PS0014	NRE
9	NT081225PS0017	NRE
10	NT081225PS0018	OA, NRE
11	NT081225PS0020	NRE
12	NT081225PS0023	NARE
13	NT081225PS0027	NRE
14	NT081225PS0028	NE
15	NT081225PS0032	NRE
16	NT081225PS0033	NARE
17	NT081225PS0037	NRE
18	NT081225PS0038	NE
19	NT081225PS0040	NARE
20	NT081225PS0041	NE
21	NT081225PS0045	OA, NARE
22	NT081225PS0049	NRE (No experience as PA or PS)
23	NT081225PS0051	NARE
24	NT081225PS0053	NRE
25	NT081225PS0055	NRE
26	NT081225PS0057	NRE
27	NT081225PS0060	NRE (No experience as PA or PS)
28	NT081225PS0061	NRE
29	NT081225PS0063	OA
30	NT081225PS0064	NE
31	NT081225PS0065	NE
32	NT081225PS0067	NRE
33	NT081225PS0068	NRE
34	NT081225PS0070	NARE (Less than 5 years of experience as PA)
35	NT081225PS0072	NRE

Sl No.	Application No.	Reasons for Rejection
36	NT081225PS0073	NRE
37	NT081225PS0074	NARE (Actual duration as PA has not been specified)
38	NT081225PS0076	NRE
39	NT081225PS0077	NRE

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