



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

प्रायोजित अनुसंधान औद्योगिक परामर्श

Sponsored Research Industrial Consultancy (SRIC)

अखण्ड, खोर्धा / Argul, Khorda- 752050

Phone: 0674-7134832, email: office.sric@iitbbs.ac.in

ADVERTISEMENT No. Rectt.-Contract/01/Non-Teaching/2026 Dt. 15.05.2026

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. 23,000/- P.M. | On-Contract basis |

Qualification & Experiences:

| Name of the Post | Particulars |
|-----------------------------------|--|
| Administrative Trainees (Interns) | <p>A. <u>Essential Qualification :</u></p> <p>i) A First Class Bachelor’s degree from a recognized University.</p> <p>ii) Post Graduate Diploma in Computer Applications (or equivalent) from a recognized Institution.</p> <p>iii) Proficiency in working with Computer applications such as MS-Office suit.</p> <p>B. <u>Nature of Traineeship:</u> Place of Posting: SRIC Section. Selected trainees will gain hands-on experience in research project administration. They will develop proficiency in Enterprise Resource Planning (ERP) through institute’s ERP system. <i>The positions will be deemed to be automatically terminated at the end of the completion of their tenure.</i></p> <p>C. <u>Period of Training (tenure):</u> One Year (purely on temporary basis), may be extended further one year subject to satisfactory performance and SRIC Section requirement.</p> <p>D. <u>Mode of Selection:</u> Through test or interview or both.</p> <p>E. <u>Working hours:</u> Six days a week from 9 A.M. to 6 P.M.</p> <p>F. <u>Accommodation:</u> No accommodation facilities will be provided by IIT Bhubaneswar.</p> <p>G. <u>Upper age Limit:</u> Below 23 years.</p> |

General Information

- Aspiring candidates satisfying the eligibility criteria may apply through online process. Candidates must go through the advertisement before filling up the online application form.
- Candidates must attach scanned copies of educational certificates & experience certificates, if any, while applying online.
- The opening date of submission of online application is 15.05.2026 and the closing date of submission of online application is 05.06.2026. Candidates are advised not to send the hardcopy of the application.**
- The engagement is purely temporary in nature and has nothing to do with permanent position in the Institute.
- In case of any dispute/ambiguity in the process of selection, the decision of the Dean SRIC, IIT Bhubaneswar shall be final and binding.

Sd/-
AR SRIC