



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR  
प्रायोजित अनुसंधान औद्योगिक परामर्श  
Sponsored Research Industrial Consultancy (SRIC)  
Argul, Khorda- 752050

**Walk-in Interview**

**ADVERTISEMENT No. SRIC-OSD/01/Non-Teaching/2026 Dt. 26.06.2026**

Applications are invited from the eligible candidates for Walk-in interview for the post of “**Officer-on-Special Duty (Internal Audit and Finance)**” on contract basis. The details are given below:

Name of the post	Number of Vacancy	Consolidated Remuneration Range Per Month	Nature of Engagement	Schedule of Walk-in interview
Officer-on-Special Duty (Internal Audit and Finance)	01	₹ 50,000 /- to ₹ 80,000/-	On-Contract	<b>Date:</b> 14.07.2026, <b>Time:</b> 11.00 A.M. <b>Venue:</b> Administrative Building Indian Institute of Technology Bhubanewar Argul, Jatni, khorda-752050

**Eligibility, Qualification & Experience:**

**Eligibility:** At least 5 years of regular service as a Section Officer/AAO or equivalent, in Level-9 of the Pay Matrix (Pre-revised Grade Pay of Rs. 5,400/-) or above, in any Central Government Department, AG, CAG, PSU, or Public Sector Bank.

**Upper Age Limit:** 63 Years of age as on the date of Walk-in interview.

**Duration of Contract:** The engagement shall be on a purely temporary basis, initially for a period of one year, which may be extended for another year at the discretion of the Competent Authority, subject to functional requirements, performance appraisal, and fitness of the individual.

**Duties and Responsibilities:**

- I. To deal with the Finance and Accounts-related matters of the SRIC Section. To ensure that work is carried out as per the accounting standards mandated by MoE/CAG and in conformity with Institute rules, GFR 2017, and vigilance guidelines.
- II. Project proposal scrutiny, internal audit of procurement and all payment proposals, documents, and reports pertaining to the SRIC Section.
- III. Preparation of suitable replies for compliance to outstanding CAG Paras and settlement of audit observations.
- IV. Providing suitable advice and guidance to minimize any audit observations during SAR and transaction audit.
- V. Any other assignment given by the Dean (SRIC) depending upon administrative requirements, from time to time.

## **General Instructions:**

1. The candidates are required to download the application form from the Institute website and send the duly filled-in application and scan of self-attested educational qualifications and experience certificates through email ([office.sric@iitbbs.ac.in](mailto:office.sric@iitbbs.ac.in)) latest by **12/07/2026**, failing which their candidature may not be considered for the interview.
2. The hard copy of the filled-in application form (enclosed) along with a self attested of photocopies of educational qualifications and experience certificates must be submitted during registration for the interview. The candidates are also advised to carry original certificates for verification.
3. Candidates should report at 10:00 A.M. at the venue mentioned below and register their names for the interview.
  - i) No TA/DA shall be paid for attending the interview.
  - ii) No interim enquiry will be entertained. However, candidates are advised to keep visiting the Institute website (<https://www.iitbbs.ac.in/>) (job section) for any updates in this regard.
4. In case of any dispute/ambiguity in the process of selection, the decision of the Director, IIT Bhubaneswar, shall be final and binding.
5. The Institute reserves the right to cancel this advertisement at any time without giving any reason.

**Sd/-**

**Assistant Registrar (SRIC)**



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**APPLICATION FORM**

Slvt. No.	RIC-OSD/01/Non-Teaching/2026 07.2026
Position applied for	Officer-on-Special Duty (Internal Audit and Finance)



1.	Name in full (in capital letters)	
	Father's Name	
	Marital Status / Sex	
	Permanent address (with phone no. and e-mail )	Address for correspondence (with phone no. and e-mail )
	Mobile No	
	Date of birth (please enclosed attested copy of certificate)	
	Are you a citizen of India? (If no, please provide details).	
	Category (GEN/ST/SC/OBC/PWD/EWS) (please enclosed attested copy of certificate)	
	If you are employed, please state the name of your employer, your present basic pay & scale Pay/Pay Level	

10. Details of educational qualifications: Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination. Please attach true copies of certificates and mark sheets duly attested.

No.	Examination/ Degree/Diploma passed	Name of the Board/University/Institution	Subjects (Please mention field of specialization, honours, etc., where applicable)	% of marks	Distinction/ Classification	Year of Passing

11. Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one

No.	Organization/Institute	Position held	Date of Joining	Date of leaving	Last/Present basic pay	Scale of Pay

I hereby declare that I have carefully read and understood the instructions and eligibility criteria provided in the advertisement and that all the entries in this form are true to the best of my knowledge and belief.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Candidate