



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

प्रायोजित अनुसंधान औद्योगिक परामर्श

Sponsored Research Industrial Consultancy (SRIC)

अरगुल , खोरधा / Argul, Khorda- 752050

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

ADVERTISEMENT No. Rectt.-Contract/04/Non-Teaching/2026 Dt. 26.06.2026

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)	01	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 25 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 closing date of submission of online application is 12.07.2026. 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/-
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