



**भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर**  
**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**Argul, Khorda- 752050**

**ADVERTISEMENT No. Rectt-OS/01/Non-Teaching/2022 Dated 21.01.2022**

The Institute invites **ONLINE applications** from the interested candidates/eligible Indian Nationals for the following positions **ON CONTRACT / THROUGH OUTSOURCED BASIS**. Retired Govt. employees/Ex-servicemen having relevant experience are also encouraged to apply. These positions are purely temporary in nature. The details of vacancies for the position are given below:

Sl. No.	Name of the post	Number of Vacancies	Consolidated Remuneration/ Range	Nature of Engagement
1.	Resident Doctor	01	Rs. 80,000/- P.M.	On contract
2.	Assistant Engineer(Civil)	01	Rs. 50,000/- P.M.	Through contract/outsourced
3.	Private Secretary	01	Rs. 40,000/- P.M.	Through contract/outsourced
4.	Media & Public Relation Executive	01	Rs. 40,000/- P.M.	Through contract/outsourced
5.	Junior Engineer(Civil)	02	Rs. 40,000/- P.M.	Through contract/outsourced
6.	Office Executive	04	Rs. 20,000/- P.M. to Rs. 40,000/- P.M.	Through contract/outsourced

**Qualification & Experiences:**

Sl. No.	Post	Particulars
1.	<b>Resident Doctor</b>	<p><b>Essential:</b> MBBS, including completion of compulsory rotating internship, followed by at least 3 years of experience in a recognized hospital.</p> <p><b>Desirable:</b></p> <p>a) Post-Graduate in an appropriate branch of Medicine plus at least one-year experience in a recognized hospital.</p> <p>b) Doctors retired from Govt./Semi Govt./ Central Autonomous bodied / reputed hospitals and military outlets will be preferred.</p> <p><b>N.B.:</b></p> <p>i) The candidate, if selected should agree to work in shifts (Night shifts and Weekends)</p> <p>ii) Appointee may be accommodated in campus quarter subject to availability</p> <p><b>Upper age Limit:</b> 65 years</p>
2.	<b>Assistant Engineer (Civil)</b>	<p><b>Essential:</b> Minimum Qualification: Bachelor's Degree/Diploma in Civil Engineering from a recognized Institute/University minimum 60% marks in Bachelor's Degree or Diploma as the case may be with experience in the field as below: Design &amp; Estimation, Construction and maintenance of building</p> <p><b>Experience:</b> 4 Years' experience post Minimum, Educational Qualification in case of Bachelor's Degree or 6 Years' experience post minimum Educational Qualification in Diploma. Experience in execution and supervision of large civil works, high rise building construction etc. Knowledge of computer applications like MS word, Excel and Power point is essential. Fluency in operating AutoCAD drafting package, report, writing skill and compilation of records etc are desirable.</p> <p><b>Minimum age Limit:</b> 35 years</p>

3.	<b>Private Secretary</b>	<p><b>Essential:</b> Bachelor's Degree with at least 3 to 5 years of working experience as PA/PS in Government/reputed University/Technical Autonomous Institution/reputed Private and Corporate sectors with an excellent proficiency in English language, stenography with minimum speed of 100 w.p.m, computer knowledge with key depression speed of 40 w.p.m., office application and secretarial practices in inter-departmental/ govt. correspondence, maintenance of daily diary, appointment, meetings. The incumbent should be able to handle correspondence independently and would have to coordinate with all departments / schools and activities of the Institute.</p> <p><b>Desirable:</b> Knowledge of MS Word, MS Excel, Power Point etc., exposure to Noting, Drafting, and Office procedure like maintenance of Files etc. would be an advantage. Good oral and written communication skills as well as proficiency in English are a must. Preference will be given to the candidates having experience in IITs/University/Higher Central/State Educational Institutions.</p> <p><b>Minimum age Limit:</b> 35 years</p>
4.	<b>Media &amp; Public Relation Executive</b>	<p><b>Essential:</b> (i) Post graduate degree in Mass Communication/Management with 55% marks or its equivalent grade. (ii) Minimum 3 to 5 years' experience in the field of Public Relation activities of the reputed organization including conducting meetings/ programmes, issuing press releases and handling hospitality needs.</p> <p><b>Desirable:</b> Experience in an Institution of National Importance/PSU/Reputed private sector/Corporate sector. Working knowledge of computer applications.</p> <p><b>Minimum age Limit:</b> 35 years</p>
5.	<b>Junior Engineer (Civil)</b>	<p><b>Essential:</b> Bachelor's Degree/Diploma in Civil Engineering from a recognized Institute/University minimum 60% marks in Bachelor's Degree or Diploma as the case may be with experience in the field as below: Design &amp; Estimation, Construction and maintenance of building</p> <p><b>Experience:</b> 2 Years' experience post Minimum, Educational Qualification in case of Bachelor's Degree or 4 Years' experience post minimum. Educational Qualification in Diploma. Experience in execution and supervision of large civil works, high-rise building construction etc. Knowledge of computer applications like MS word, Excel and Power point is essential. Fluency in operating AutoCAD drafting package, report, writing skill and compilation of records etc are desirable.</p> <p><b>Minimum age Limit:</b> 35 years</p>
6.	<b>Office Executive</b>	<p><b>Essential:</b> (i) A Master's degree with 50% marks and 1 to 2 years relevant experience in the fields of academies administrations OR Establishment, Recruitment OR Store &amp; Purchase OR Accounts &amp; Finance. OR (ii) Bachelor's degree with 50% marks in any discipline with 3 to 5 years of relevant experience in the fields of academies administration OR Establishment, Recruitment OR Store &amp; Purchase OR Accounts &amp; Finance.</p> <p>The candidates with experience from educational Institute/University System will be given preference.</p> <p><b>Minimum age Limit:</b> 35 years</p>

## General Instructions:

1. Aspiring candidates satisfying the eligibility criteria may apply through online process. Candidates must go through the advertisement before filling up the online application form.
2. Candidates must attached scanned copies of educational qualification certificates & experience certificates while applying the online application form. The experience will not be considered without experience certificate.
3. The shortlisted candidates shall be required to produce original educational certificates and experience certificates at the time of interview/written test/skill test.
4. **The opening date of submission of online application is 21 January 2022 and the closing date of submission of online application is 04 February 2022. There is no need to send the hardcopy of the application.**
5. No TA/DA shall be paid for attending the Interview/test.
6. **Retired Govt. employees/Ex-servicemen having relevant experience are encouraged to apply. Preference will be given to them. The upper age limit for retired Govt., employees/Ex-servicemen is 65 years.**
7. Institute reserve the right to disengage the manpower at any time without assigning any reasons thereof.
8. No interim enquiry will be entertained. However, candidates are advised to keep visiting the Institute website [www.iitbbs.ac.in](http://www.iitbbs.ac.in) for any updates in this regard.
9. In case of large number of applications received, the decision of the committee for allowing interview is final and binding. Institute may relax the experience criteria in case of meritorious candidates.
10. The engagement is purely temporary in nature for ad-hoc arrangement.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director IIT Bhubaneswar in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual. or his/her agency.

**Sd/-  
REGISTRAR**