



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
Indian Institute of Technology Bhubaneswar

F. No. 3-27/2022-Rectt.

Date: 01 December 2022

**NOTICE**

**Sub.: Provisionally shortlisted candidates for Skill /Trade Test and Written Examination for the post of Private Secretary**

**Ref:** Advertisement No. Rectt./01/ Non-Teaching/ 2022 dated. 04/05/2022

This is to notify that the **Skill /Trade Test and Written Examination** of the provisionally shortlisted candidates at **Annexure-II** for the post of **Private Secretary (1-UR)** will be held as per the following schedule & list:

A. Skill /Trade Test and Written Examination Schedule and Syllabus		
1	Date of Examination	12/12/2022
2	Reporting Time	09.00 AM
3	Venue	Indian Institute of Technology Bhubaneswar Argul, Khordha, PIN - 752050, Odisha Ph. 0674-7134811/4815
4	Syllabus and other details of exam	Annexure -I
B. Details of candidate Shortlisted / Not shortlisted		
	List of Provisionally Shortlisted candidates	Annexure -II
	List of candidates not shortlisted	Annexure-III

**The candidates are also requested to note the followings:**

- 1) The shortlisting of applications for the post of **Private Secretary** has been done for only those candidates whose hardcopies were received at the Institute by the last date i.e. 13.06.2022 as per advertisement.
- 2) The shortlisted candidate listed at Annexure – II are required to appear for the recruitment exam based on this notification. No individual hard copy of the call letter shall be sent.
- 3) The names of the candidate not fulfilling the minimum eligibility requirements are given in Annexure –III along with the reasons thereof.
- 4) The candidates listed at Annexure-III whose applications has not been shortlisted may submit their representation to **recruitment@iitbbs.ac.in** only under the subject **“Representation on rejection of application –Private Secretary”** within 5.00 p.m. of **05/12/ 2022**. Beyond the said date & time, no further communication shall be entertained.
- 5) The candidates are also advised to visit the Institute website (<http://www.iitbbs.ac.in>) regularly for any further updates.

कुल सचिव/ Registrar  
भा.प्रौ.सं. भुवनेश्वर  
IIT Bhubaneswar

The schedule and Syllabus of examination is as follows:-

Particulars		Maximum Marks	Time
<b>Skill / Trade Test</b> (Qualifying in nature)	Skill test would be consisting of Computer skill including MS Office and shorthand cum computer typing test	50	60 Minutes
<b>Written Examination</b>	1) Comprehensive and Proficiency in English (10 <sup>th</sup> Std) 2) General awareness comprising of Constitution of India, Modern History and Indian Geography, Current Affairs, Mental Ability with numerical aptitude etc.	100	90 Minutes
<b>Interaction</b>	Secretarial Practices including protocol management, Hospitality & personality test.		

**N.B.:** Skill / Trade Test is only qualifying in nature. Candidates who qualify in the Skill/ Trade Test would only be permitted to appear in the Written Exam.

**Other Instructions for the candidates for appearing for Exam:**

1. Candidates are required to produce a Proof of Identity issued by Govt. **(in original)** such as Aadhar Card/Passport/Driving License/PAN Card/Voter Card etc. without which the candidate will not be permitted to appear for the Skill and Trade Test. No photocopies of the above documents shall be entertained.
2. Candidates are required to bring all the **original** Educational Certificates, Mark-sheets, testimonials, experience certificates, category certificates (SC/ST/OBC/PH/EWS) and any other relevant documents as mentioned in the Application Form. On actual verification from original documents, if there is any discrepancy found, candidate will not be allowed to appear for the Skill Test and Written Examination.
3. Candidates are requested to bring a '**No Objection 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**, the candidature shall not be considered.
4. Candidate must report at 09:00 A.M. sharp, failing which the candidate will not be allowed to appear in the Skill Test and Written Examination.
5. Electronic gadgets such as calculator, Bluetooth, mobile phone, laptop, iPad etc. are not allowed in the examination hall.
6. Candidates are required to bring writing materials such as Pen, Pencil etc.
7. No TA/DA shall be paid to the candidates for attending the Skill / Trade Test /Written Examination. The candidates are advised to make their own arrangement for lodging and boarding to appear the recruitment process at Argul.

  
Registrar

कुल सचिव/ Registrar  
भा.प्रौ.सं. भुवनेश्वर  
IIT Bhubaneswar

**Annexure-II**

List of **Provisionally Shortlisted** candidates for Skill/Trade and Written Test for the post  
of  
**Private Secretary**

Sl. No.	Application no.
1	NT-040522-942-PS-0008
2	NT-040522-3186-PS-0029
3	NT-040522-5368-PS-0055
4	NT-040522-4202-PS-0067

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30/11/22

कुल सचिव/ Registrar  
भा.प्रौ.सं. भुवनेश्वर  
IIT Bhubaneswar

List of candidates **Not Shortlisted** with rejection criteria for the post of **Private Secretary**

Sl. No.	Application No.	Rejection Criteria
1	NT-040522-196-PS-0003	No relevant experience
2	NT-040522-1371-PS-0012	No adequate relevant experience
3	NT-040522-1628-PS-0016	No adequate relevant experience
4	NT-040522-1767-PS-0017	No relevant experience
5	NT-040522-2237-PS-0019	No relevant experience and Overage
6	NT-040522-2848-PS-0028	No relevant experience
7	NT-040522-3217-PS-0030	No adequate relevant experience
8	NT-040522-2929-PS-0031	No relevant experience
9	NT-040522-1999-PS-0032	No relevant experience
10	NT-040522-3088-PS-0035	No relevant experience
11	NT-040522-3416-PS-0036	No adequate relevant experience
12	NT-040522-1694-PS-0039	No relevant experience and Overage
13	NT-040522-3087-PS-0041	No adequate relevant experience
14	NT-040522-3398-PS-0044	No relevant experience and fees not paid
15	NT-040522-4304-PS-0046	No relevant experience
16	NT-040522-4413-PS-0048	No essential educational qualification
17	NT-040522-5048-PS-0056	No relevant experience and Overage
18	NT-040522-3293-PS-0059	No relevant experience
19	NT-040522-6151-PS-0060	No relevant experience
20	NT-040522-4111-PS-0061	No relevant experience and Overage
21	NT-040522-6677-PS-0064	No relevant experience
22	NT-040522-7151-PS-0066	No relevant experience
23	NT-040522-740-PS-0069	No adequate relevant experience and Over age
24	NT-040522-7166-PS-0070	No relevant experience
25	NT-040522-7973-PS-0072	No relevant experience and Overage
26	NT-040522-7642-PS-0073	No relevant experience
27	NT-040522-7699-PS-0074	No relevant experience and Overage
28	NT-040522-1674-PS-0075	No relevant experience
29	NT-040522-8140-PS-0077	Overage