Cleanliness is Godliness
ପ୍ରତ୍ୟୁଷ PRATYUSH
A Unit of Multi-Services Organisation
Regd. Office : A/62, Krishna Garden Complex, Phase-II, Jagamara, Bhubaneswar - 751030
GSTIN : 21AAAAP8664J1ZE PSARA : 623/2021, Dt. : 26.11.2021 PAN : AAAAP8664J
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9237398100
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Ref. PRA/1571/26-27 Date. 23.11.2026

ADVERTISEMENT No.PRA/1571/26-27,Dated-23/11/2026

Recruitment of Outsourced Position

Applications in the prescribed format along with required documents are invited from interested Candidates for the post of "**MTSO (ACCOUNTS)" THROUGH OUTSOURCED BASIS**". This position is purely temporary in nature, appearance in the interview or selection thereafter doesn't entitle for any claim whatsoever for permanency at the establishment of IIT Bhubaneswar (Principal Employer). Detailed vacancies for the positions are given below:

Details of Post	**MTSO (Accounts): One (1)**
Nature of the Post	Outsourced Basis
Upper Age Limit	**32 Years**
Place of Position	IIT Bhubaneswar
Pay Scale	**Rs. 25,500/- Per Month** (Consolidated)
Duration	The current appointment is initially for a period of 01 (ONE) Year. The appointment may be extended further based on the performance and requirements.
Educational Qualification and Experience	**Essential:** 1. A Bachelor degree in Commerce or its equivalent from a recognized University and Inter CA/ICWA/ICSI with 2 years of relevant experience in Internal Audits/Audit works, Final Accounts, Finance, Budget etc. 2. Knowledge of computer application and proficiency in office applications like Word, Excel, Power point and Tally / Accounting Software.
Working Hours	Normally, five (05) working days per week, However, depending on institutional requirements, the incumbent may be required to work beyond the prescribed working hours, as and when necessary.
Selection Process	Selection will be made through assessment of Written Test/Skill Test and/or Interview.

General Information

1. Candidates fulfilling the prescribed eligibility criteria may submit their **duly filled-in application in the prescribed format**, along with **scanned copies of the original educational qualification, experience certificates** in **PDF format** to **pratyush.iit.bhubaneswar@gmail.com** on or before **30.11.2026 by 5:00 PM**.

2. Experience claimed by the candidate shall **not be considered in the absence of a valid experience certificate**. Applications received **after the prescribed deadline**, without the required documents, or not conforming to the requirements specified in the advertisement, shall be **liable to be rejected**.
3. There is no need to send a hard copy of the application.
4. The shortlisted candidates will be intimated via email or telephone regarding the date, time, and details of the Selection Test(s).
5. Mere fulfilment of the prescribed eligibility criteria does not confer any right upon a candidate to be called for the Selection Test(s). In the event of receiving a large number of applications, an appropriate shortlisting criteria may be adopted for determining the number of candidates to be called for the selection process.
6. Canvassing in any form or manner shall result in disqualification of the candidature.
7. The number of positions may be increased or decreased as per the requirements of the Principal Employer. The Agency reserved the right to cancel the advertisement fully or partially if deemed necessary, depending on the prevailing circumstances.
8. In case of exceptionally meritorious candidates, the principal employer may, at its discretion, consider higher remuneration and/or relax the prescribed age limit/experience.
9. This is an outsourced position. The appointment and payment will be made through this agency.
10. Any dispute arising out of or in connection with the selection/recruitment process shall be subject to the jurisdiction of the Courts/Tribunals located in Bhubaneswar.
11. After completion of the selection process, only the selected candidate will be intimated via email.
12. For further clarification/information the candidate can contact this office via the given email/Phone number.

CONTD…..

Director
PRATYUSH
Bhubaneswar (Odisha)

APPLICATION FORM

Advt.No.	PRA/1571/26-27 Dated-23/11/2026
Post applied for	

1.	Name in full (in capital letters)	
2.	Father's Name	
3.	Marital Status/Gender	
4.	a.Permanent address	b.Address for correspondence
5.	Mobile No. (Mandatory)	
6.	Email Id (Mandatory)	
7.	Date of birth (please enclose attested copy of certificate)	
8.	Are you a citizen of India? (If no, please provide details).	
9.	Aadhaar No.	
10.	Category(GEN/ST/SC/OBC-NCL) (please enclose attested copy of certificate)	
11.	If you are employed, please state the Name of your employer, your present basic pay & scale of pay/Pay Band & Grade Pay/Gross Salary	

12. **Details of educational qualifications:** Details of all examinations passed from class X onwards including all courses. Please attach true copies of certificates and mark sheets duly attested.

Sl. No.	Examination/ Degree/Diploma passed	Name of the Board/ University/ Institution	Specialization/ Honors, etc., where applicable	% of marks	Division	Year of Passing

13. **Details of employments:** Particulars of the employments in chronological order, starting with the present one

Sl. No.	Organization / Institute	Designation	Duration of Employment		Last/ Present Basic pay	Nature of Job/ Duties Performed
			From - To	Period (Y/M/D)		
Total Years of Experience (Y/M/D)**:**						

14. Kindly attach the last salary slip of the present employer/organisation.

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Date:
Place:

Signature of the Candidate