



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

(An Institution of National Importance under MOE, Govt. of India)

Employment Notification

Recruitment for the post of **Professional Trainees (on a Purely Temporary basis)**

Advt. No. **RO/SE/25/19**

Date: **16/09/2025**

Indian Institute of Engineering Science and Technology (IIEST), Shibpur, Howrah, an Institute of National Importance, invites applications through **online mode** in the prescribed format from suitable Indian nationals for therecruitment to the post of **Professional Trainees in the Institute (total positions: 05) on a Purely Temporary basis**. For eligibility criteria and other details, please visit Institute website (<https://www.iiests.ac.in/IIEST/Notices/?type=Employment>). The online application duly filled in all respects should be submitted **on or before October 08, 2025 within 5.00 P.M.**

Registrar



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভাৰতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

(An Institution of National Importance under MOE, Govt. of India)

**Recruitment for the Post of Professional Trainee
(on a Purely Temporary basis)**

Advt. No. RO/SE/25/19; Date: 16/09/2025

| Sl. No. | Particulars | Criteria |
|---------|---|--|
| 1 | Name of the Post | Professional Trainee (on a Purely Temporary basis) |
| 2 | Number of the Posts | 05 (Five) |
| 3 | Consolidated Pay | Rs.20,000/- per month (all inclusive) |
| 4 | Nature of Post | Purely Temporary basis for a period of 15 months (maximum). Professional Trainee will maintain a daily work diary, and the same will be submitted to the Reporting Officer on a weekly basis. Any claim for absorption at the regular position in the Institute will not be entertained at any point in time. |
| 5 | Termination | Any kind of indiscipline, irregularity will lead to short closure of training period without showing any cause or prior notice. |
| 6 | Age limit | The age of the candidate must not exceed 25 years as on the last date of submission of application form. |
| 7 | Educational and other qualifications required | Professional Trainee (on a Purely Temporary basis) Essential Educational Qualification: Graduation with Intermediate Level Certificate from Institute of the Chartered Accountants of India (ICAI) or Institute of Cost Accountants of India (ICAI) having registered themselves under the Institute for Intermediate examination on or after 1 st January 2019 (Registration Certificate depicting the registration number and date must be duly uploaded along with the other requisite documents). |
| 8 | Mode of Application | Applicants needs to apply 'online' through the Google form link: https://forms.gle/zmxqrE3K9zsMdMjQ6 |
| 9 | Last date of receiving application | On or before October 08, 2025 within 5.00 P.M. |

Registrar



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভাৰতীয় অভিযান্ত্রিক বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

(An Institution of National Importance under MOE, Govt. of India)

General Instruction and Information for

Recruitment for the Post of Professional Trainees at IEST, Shibpur (on a Purely Temporary basis)

Advt. No. RO/SE/25/19, Date: 16/09/2025

1. Applicants must ensure that they possess all the requisite qualification and experience required for the post as laid down in the advertisement.
2. The applicants are responsible for authenticity of the information, documents and photographs they furnish. The candidature is liable to be cancelled if any false statement or any sort of suppression of facts is being found at any point of time.
3. Mere possession of the prescribed qualification and experience does not ensure that the applicant would be called for screening test and /or presentation and/or interview.
4. The Institute reserves the right not to fill the post.
5. The Institute reserves the right to restrict the number of applicants for screening test and /or presentation and /or interview.
6. Age, qualification, experience will be counted on the last date of submission of application form.
7. Applicants should be physically fit and mentally sound.
8. The applicants need to apply 'online' within due date and time i.e., **October 08, 2025, within 5.00 P.M.**, through the following Google form link:

<https://forms.gle/zmxqrE3K9zsMdMjO6>

9. During Google form submission, the candidate should **upload a scanned copy of duly filled prescribed application form along with all documents including the receipt of fees in a single pdf file**. Application form is available at the Institute website. Applicants must have to apply in the prescribed format only. No other format of application form will be entertained. Additional sheets may be attached if space found to be insufficient. Application forms must be supported with attested /self-certified copies of Degrees/ Certificates, Documents, copy of the Aadhaar / Govt. approved valid photo ID card; and the information provided in the Google form and the Application form to be uploaded in the pdf format should be same, otherwise the application will summarily be rejected.
10. Applications received as incomplete/not through proper channel will be summarily rejected.
11. Candidates having any query may write to the Registrar, IEST, Shibpur at Email Id: **recruitment.nonfac@iests.ac.in** mentioning '**Recruitment for the Post of Professional Trainees (on a Purely Temporary basis)**' in the subject of the mail. Candidates should check their email regularly.
12. Valid Caste certificate (SC/ST/OBC(NCL)/EWS) in the applicant's name from officers, authorised by the Government of India to issue such a certificate (if applicable). OBC (NCL)/EWS certificate must be issued on or after April 1, 2025.
13. The application fees for (i) UR/EWS/OBC (NCL) category candidates: Rs. 1000/- and (ii) SC/ST/PwD category candidates: Rs. 500/-.



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভাৰতীয় অভিযান্ত্রিক বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

(An Institution of National Importance under MOE, Govt. of India)

14. The applicants **should deposit the requisite fees** to the following Account of IEST, Shibpur.

Bank Name: UCO Bank

Branch Name: BESU Branch

Branch Account No.:23690110091845

Beneficiary Name: IEST SHIBPUR GENERAL A/C

IFSC: UCBA0002369

→ (ZERO)

Bank MICR Code:700028178

Branch Code:2369

Swift Code: UCBAINBB001

15. All original testimonials/documents are to be produced at the time of screening test/interview.
16. No TA/DA shall be paid for attending the screening test/interview.
17. All original testimonials/documents are to be produced at the time of screening test/interview.
18. Any correspondence, whatsoever, will lead to cancellation of the candidature. Canvassing in any manner would entail disqualification of candidature.
19. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and /or an application in response thereto can be instituted only in the Hon'ble High Court, Kolkata.
20. Applicants are requested to visit Institute web site regularly for any update/corrigendum/addendum etc.
21. The decision of the Authority shall be final.
22. Pay of selected candidate for the Post of **Professional Trainee** (on a Purely Temporary basis): **Rs.20,000/- per month** (all inclusive).
23. Records of the not selected candidates shall not be preserved beyond three (03) months from the date of declaration of the result of selection.
24. Reservation rules as per Government of India shall be applicable.
25. The selected applicants shall have to attend the office **six days** a week (**Monday to Saturday**) as per Institute's working hours. The selected candidate shall be eligible for leaves as per Institute's norms.
26. The applicant will be required to attend duty on Sundays and other Gazetted Holidays or may be asked to extend working hours in case of exigency. No extra remuneration will be admissible for the same.

**APPLICATION FORM
FOR
ADMINISTRATIVE
POSITIONS**



**INDIAN INSTITUTE OF
ENGINEERING SCIENCE AND
TECHNOLOGY, SHIBPUR
HOWRAH - 711103**

(Please Fill in BLOCK LETTERS)

Affix recent
colored
photograph

1. Name in Full (as per Govt. ID)

[illegible]

| | | | | | | | | | | |
|---------|--|--------|--|------|--|--------|--|-------|--|-----------------|
| Married | | Single | | Male | | Female | | Other | | (Please tick ✓) |
|---------|--|--------|--|------|--|--------|--|-------|--|-----------------|

2. Address:
a) Present:

[illegible]

- b) Permanent:

[illegible]

- c) Contact details:

| | | |
|------------|--|------------------------|
| E-mail | | |
| Mobile No. | | Additional Contact No. |

- ### 3. Date of Birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

- #### 4. Nationality

| |
|--|
| |
|--|

- ## 5. Religion

6. Present Employment:

| | |
|---------------------------------------|--|
| Designation | |
| Organization | |
| Date of Joining | |
| Pay Level | |
| Pay Band / basic Pay (Rs.) | |
| Total Emoluments (per month) (Rs.) | |

7. (a) Tick-mark the appropriate box if you belong to reserved category (*)

| | | | | | | | |
|----|--------------------------|----|--------------------------|-----------|--------------------------|-----|--------------------------|
| SC | <input type="checkbox"/> | ST | <input type="checkbox"/> | OBC (NCL) | <input type="checkbox"/> | EWS | <input type="checkbox"/> |
|----|--------------------------|----|--------------------------|-----------|--------------------------|-----|--------------------------|

(b) Whether PWD

| | | | |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

*(Please attach self-certified copy of the certificates)

8. Total years of experience after attaining essential qualification

9. Areas of Specialization (as per required criteria)

10. Employment :(Please attach self-certified copies of experience certificate)

| Employer | Position Held | Date of Joining | Date of Leaving | Nature of the work carried out |
|----------|---------------|-----------------|-----------------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

11. Academic Records starting with Secondary Education onwards (Please attach self-certified copy of the certificates)

| Examination | Subjects | College/University/ Institute | Year | Percentage / Grade | Class / Division |
|-------------|----------|----------------------------------|------|-----------------------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

12. Have you ever been discharged/suspended from any position? If yes, state reasons:

13. Name and addresses of two Referees (at least one of them should be from your present organization who is familiar with your recent work)

| | 1 | 2 |
|------------------------|---|---|
| Name | | |
| Occupation or position | | |
| Address | | |
| E- mail | | |
| Mobile No. | | |

14. Statement of objectives (to be filled up in Candidate's own hand writing)

a) Please indicate as to why you wish to join Indian Institution of Engineering Science and Technology, Shibpur

b) How would you meet the job requirements as advertised

15. I hereby declare that I have carefully read and understood the instructions as attached to this uploaded Application Format, and that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

There are sheets attached to this form.

Date:

Place:

(Signature of Applicant)

Note: Use separate sheet if necessary for any of the above items.

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.