



OFFICE OF THE PRINCIPAL, B.J.B. AUTONOMOUS COLLEGE,

BHUBANESWAR - 751014

www.bjbcollege.in, E-mail : bjbcollege123@gmail.com, 0674-2436971

Advertisement No. 1904

Dt. 01/05/25

IT Interns opportunity for Internship Programme (under SAMS society)

at B.J.B. Autonomous College, Bhubaneswar

As per the Higher Education Department, Government of Odisha Letter No-17252-PTC-MISC-0001-2025/HE, Dated-27-03-2025 to strengthen digital governance, enhance technical infrastructure and improve IT-based services in Higher Education Institutions (HEIs), the Higher Education Department has approved the Internship Programme for IT Interns under the SAMS Society.

The internship programme has no obligation to offer permanent employment to applicants upon completion of the internship program. Participation in the program does not guarantee a job offer at any stage, and this HEI holds no responsibility for employment or placement after the internship.

A. Number of IT interns to be engaged: 02 numbers

B. The primary objectives of this programme are:

- 1. Skill Development:** To provide interns with hands-on experience in IT systems, digital governance, and technical support, enabling them to enhance their practical knowledge and problem-solving abilities.
- 2. Exposure to Real-World Applications:** To familiarize interns with the operational framework of IT-based services in HEIs, including software management, data handling, and digital service delivery.
- 3. Technical Assistance:** To support the HEI in maintaining and upgrading their IT infrastructure, troubleshooting technical issues, and ensuring smooth implementation of digital services.
- 4. Capacity Building:** To create a skilled workforce capable of contributing to the digital transformation of the education sector and fostering innovation in IT-driven solutions.

This internship will provide IT Interns with hands-on experience in managing digital governance within educational institutions while contributing to the modernization of IT services in the higher education sector. It will also offer exposure to the SAMS Application, HIMS Application, and other e-governance platforms, including other academic and administrative assignments.

B. Selection Process & Modalities:

The selection will be based on Career Marking (50%) and Interview Performance (50%)

1. Career Marking (50% Weightage)

Candidates will be evaluated based on their academic performance, with weightage distributed as follows:

- 10th Marks: 20% weightage
- 12th Marks: 30% weightage
- Graduation Marks: 50% weightage

2. Interview (50% Weightage)

Candidates will be assessed on:

- Technical Knowledge & Problem-Solving Skills - Understanding of IT systems, troubleshooting abilities, and familiarity with digital infrastructure.
- Aptitude & Practical Application - Ability to handle IT-related tasks in a college environment.
- Communication & Management Skills - Capacity to assist faculty, staff and students in IT operations effectively.

3. Eligibility Criteria:

The Candidates must have completed any IT-related qualification, such as:

- B.Sc. Computer Science
- B.Sc. ITM (Information Technology & Management)
- BCA (Bachelor of Computer Applications)
- B.Sc. IT (Information Technology)
- Any Graduate with PGDCA (Post Graduate Diploma in Computer Applications)

4. Age Limit: 21 – 25 Years

5. Stipend: Selected interns will receive a monthly stipend of ₹ 5000/-

6. Internship duration: The internship will be for a period of 11 months. Under no circumstances, they will be engaged in any manner in any designation.

7. Monitoring & Performance Evaluation:

Colleges will maintain an attendance sheet to track the presence of IT Interns. Performance assessment will be conducted periodically to ensure interns effectively contribute to digital governance and IT support services.

C. Documents required:

1. Curriculum vitae clearly mentioning Mobile (WhatsApp) No. and e-mail ID
2. Two recent colour passport size photographs
3. 10th Certificate and Mark sheet

4. 12th Certificate and Mark sheet

5. Graduation Certificate and Mark sheet (as per Point no.B-3)

The original documents corresponding to the documents mentioned above are required to be produced in the college office on the day of interview for verification.

D. Last date of submission: Self attested copy of above mentioned documents need to be sent through registered post/speed post within an Envelope super scribed as “APPLICATION OF IT INTERNSHIP”, addressed to “**The Office of the Principal, B.J.B. Autonomous College, Lewis road, Bhubaneswar, PIN-751014, Odisha, India.** The applications along with all requisite documents should reach the college office on or before 18.06.2025 by 05.00 PM.

E. Interview date and other procedures: List of shortlisted candidates along with date and time of interview will be notified in the College Notice Board as well as on the college website (www.bjbcollege.in) on 18.06.2025 (05.30 PM). The Candidates who fail to provide requisite documents or do not meet the eligibility criteria will be rejected. The College (HEI) reserves the right to act at any stage in pursuance of the pursuits of the Government directed in this regard.


Principal,

B.J.B. Autonomous College,
Bhubaneswar

Memo No. 1905 Date: 01/05/25

Copy to ALL Notice Board/OIC College website/OIC, SAMS Laboratory/Secretary e-Admission/All Bursars/HOD Computer Science/Coordinator Central Computer Laboratory (RUSA)/Controller of Examinations/OIC, Library/Establishment section/Academic section/Accounts Section/Section Officer in-charge/Principal's guard file for information


Principal,


B.J.B. Autonomous College,
Bhubaneswar

Memo No. 1906 Date: 01/05/25

Copy to Joint secretary to Government, Department of Higher Education, Government of Odisha, Bhubaneswar for information.


Principal,

B.J.B. Autonomous College,
Bhubaneswar


1-5-25