



OFFICE OF HALL MANAGEMENT
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Argul, Khorda- 752050

ADVERTISEMENT No. SA/OS-Rectt./06/Non-Teaching/2024, Dated- 04/07/2024

Recruitment of Outsourced Position

Applications in the prescribed format along with required documents are invited from interested Candidates for the post of **Hall Manager for Girls Hostel** (only for female candidates) **THROUGH OUTSOURCED BASIS**. These positions are purely temporary in nature, appearance in interview or selection thereafter doesn't entitle for any claim whatsoever for permanency at the establishment of IIT Bhubaneswar. The appointment and salary payment will be by the Institute's Outsource Agency. Detailed vacancies for the position are given below:

Post	Hall Manager (Female) for Girls Hostel
Nature of Post	Outsource Basis
No of Post	1
Maximum Age Limit	40 years
Place of Position	Indian Institute of Technology Bhubaneswar
Pay Scale	Rs. 25,000 to 30,000 per month (Consolidated) <i>(depending on qualification, experience, and performance in the interview)</i> <i>(Subject to revision from time to time as per GoI notification of minimum wages)</i>
Duration	The current appointment Initially for a period of 01 (ONE) Year. Appointment may be extended further based on the performance and requirements.
Educational Qualification and Experience	Essential: (a) Bachelor's Degree with at least 55% marks or equivalent CGPA on a scale of 10-point scale in the qualifying degree from a recognized University / Institute with 05 years' experience in managing hostels of educational institutions/hotels/ Guest Houses of Public Sector Undertaking / Government Organizations/ Teaching with administrative responsibility for handling UG and PG student activities in reputed technical Institutes, etc. Or Master's Degree with at least 55% marks or equivalent CGPA on a scale of 10-point scale in the qualifying degree from a recognized University / Institute with 03 years of experience in managing hostels of Educational institutions/hotels/ Guest Houses of Public Sector Undertaking / Government Organizations/ Teaching with administrative responsibility for handling UG and PG student activities in reputed technical Institutes, etc. (b) Knowledge of accounting/ material management/ stores and purchases. Proficiency in computer applications such as MS-Office, Excel, PowerPoint or Equivalent is MUST. (c) Good in writing, and fluency in speaking English and Hindi Desirable:

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	(a) At least 60% marks or equivalent CGPA in all Boards/ University examinations (10 th onwards). (b) Degree in Hostel Management/Commerce/ Accounting
Major Job Responsibilities	(a) Take care of students and hall of residences (b) Maintain a record of documents of hall of residences, room occupancy, mess, inventories/stores stock register. (c) Assist Wardens and Hall council for activities in hall of residences. (d) Maintain accounting of mess, hall of residence fees, process for procurement and process bills for payment (e) Hall of residence maintenance, resolve complaints, issues in hall of residence (f) Minitise the hall of residence council meetings (g) Maintain the record of other staff (hostel, housekeeping, security) records, attendance, and leave and will coordinate with the central hostel office (h) Any other duties to be assigned from time to time by Wardens/ Dean SA/ Institute.
Duty Hours	Normally six days in a week with 8 hours working every day (between 9 am to 6 pm), but depending on student admission, and meetings, presence may be required beyond these times.
Selection Process	Interview with Skill test to check computer and English proficiency and administrative skills (accounting/store/purchase) of shortlisted candidates

General Information

1. The aspiring candidates satisfying the eligibility criteria may send their filled in application form in the prescribed format along with SCAN COPY OF ORIGINAL EDUCATIONAL AND EXPERIENCE CERTIFICATES in PDF format to office.deansa@iitbbs.ac.in on or before **18th July 2024**. The experience will not be considered without an experience certificate The applications received after due date or without required documents or not as per requirement of the advertisement will be rejected.
2. There is no need to send hard copy of the application.
3. The shortlisted candidates will be intimated though email for interview and skill test. The specific date and time for the interview will be communicated through email in due course.
4. Mere eligibility dose not vest any right on any candidate for being called for Interaction. The Institute may fix suitable shortlisting criteria in the event of receipt of large number of applications. The decision of the Institute in all matters related to recruitment against this advertisement shall be final. No correspondence will be entertained from the candidates in connection with the process of selection /Interaction. Canvassing in any manner would entail disqualification of the candidature.
5. No interim enquiry will be entertained. However, candidates are advised to keep visiting the Institute website www.iitbbs.ac.in for any updates in this regard.
6. No. of positions may be increased or decreased change depending upon requirement. Institute may also decide not to fill up any advertised post. Higher remuneration and age relaxation can also be considered in case of exceptionally meritorious candidates.
7. In case of any corrigendum/addendum pertaining to this advertisement, the same shall, be published in the Institute's website only. Accordingly, all applicants in their own interest are advised to visit the Institute's website: <https://www.iitbbs.ac.in/index.php/home/jobs/> regularly. They should also regularly check their email account for updates.
8. This is an outsourced position. The appointment and payment will be made through the Institute's outsourced agency.
9. Any dispute with regard to the selection/recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhubaneswar.

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APPLICATION FORM

Advt. No.	SA/OS-Rectt./06/Non-Teaching/2024, Dated- 04/07/2024
Post applied for	

Photograph

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.	Emai id (Mandatory)	
7.	Date of birth (please enclosed 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/PH/ES) (please enclosed 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: Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination. Please attach true copies of certificates and mark sheets duly attested.

Sl. No.	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Subjects (Please mention field of specialization, honours, etc., where applicable	% of marks	Distinction/ Class / Division	Year of Passing

13. Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one

Sl. No.	Organization / Institute	Position held	Date of joining	Date of leaving	Last / Present Basic pay	Nature of Job

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