



भारतीय प्रौद्योगिकी संस्थान दिल्ली  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi – 110016. Website : [www.iitd.ac.in](http://www.iitd.ac.in)

**Special Drive for Distressed Women who have lost their family's bread winner during pandemic period**

**ADVERTISEMENT NO. E-II/36/2021 (W)**

**For Online Interview/ Walk-In-Interview**

IIT Delhi intends to conduct Online Interview/ Walk-In-Interview for engaging the services of 01 Assistant Hostel Caretaker (only for female candidate) purely on contract basis for the Student Affairs Section. The engagement will be made initially for a period of 01 year, renewable, subject to requirement & satisfactory work performance for a maximum period of 02 years, as per details mentioned below:

Engagement position	Consolidated Remuneration	Age Limit	Minimum Qualification / Experience
Assistant Hostel Caretaker (01)	Rs. 35000/- (per month)  (Maximum)	35 years  (as on the last date of receiving applications)	<b>Essential:</b>  Bachelor's degree in any discipline with at least 50% marks from a recognized University.  Proficiency in the use of a variety of computer office applications like MS Word, Excel, Power-point or equivalent is a must.  <b>Main Responsibilities of the Job:</b>  1. Maintain a record of room occupancy. 2. Collection of dues from the students etc. 3. To keep records of all inventories related to Caretaking office. 4. Deal with all issues raised by hostel residents & attend the same. 5. Upkeep & maintenance of all external and internal areas of the hostel building. 6. Upkeep & maintenance of all internal and external furniture items and fixtures in the building. 7. Adhere to all safety procedures and policies prescribed by the Institute. 8. Any other duties required/assigned by the Wardens/Competent Authority.

**NOTE:**

1. Please note that this is purely a temporary engagement and appearance in the Interview and selection thereafter, does not entitle for any claim what-so-ever for permanency on the regular establishment of IIT Delhi.
2. Immediate joinee will be preferred.
3. (a) Candidates are required to submit the prescribed application form affixed with recent passport size photograph duly filled by him/her. The specimen of "Application Form" is available on the Website of IIT Delhi <[www.iitd.ac.in](http://www.iitd.ac.in)> (Please see link [Jobs@IITDelhi](mailto:Jobs@IITDelhi), under the heading non-academic). The prescribed filled in application form alongwith self-attested copies of documents supporting Educational Qualification and Experience in PDF format should be mailed at [e2recruit@admin.iitd.ac.in](mailto:e2recruit@admin.iitd.ac.in) by 1730 Hrs of **08.11.2021**. There is no need to submit hard copy through Post/Courier.



(b) The application form should contain detailed information regarding Educational Qualification indicating percentage of Marks/Division obtained in each examination and details of work experience.

(c) **Applications received within the due date will be shortlisted by a Committee and only the shortlisted candidates will be considered for Online Interview.**

(d) The date of Online Interview will be intimated separately through e-mail to shortlisted candidates only.

4. Candidates have to produce the original certificates/documents in support of Educational Qualification (both Academic/ Professional) and also work experience at the time of Written Test/ Interview/Joining, if selected.

5. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

*Jin21* 27/10/2021  
**Consultant (Rectt.)**

**DISTRIBUTION**

1. Institute Website
2. Prof. A.K. Nema, Dean (Student Affairs)
3. Secretary to Dy. Director (Operations)
4. Secretary to Registrar
5. A.R. (E-2)

**NOTES**

1. Please note that this is purely a temporary engagement and appearance in the interview and selection process does not entitle for any claim whatsoever for permanency on the regular establishment of IIT Delhi.
2. Intimidation will be preferred.
3. (a) Candidates are required to submit the prescribed application form filled with recent passport size photograph duly filled by handker. The specimen of Application Form is available on the Website of IIT Delhi ([www.iitdelhi.ac.in](http://www.iitdelhi.ac.in)) (Please see link Jobs@IITDelhi) under the heading non-academic. The prescribed filled application form alongwith self-attached copies of documents supporting Educational Qualification and Experience in PDF format should be mailed at [recruitment.admin@iitd.ac.in](mailto:recruitment.admin@iitd.ac.in) by 1730 Hrs of 08.11.2021. There is no need to submit hard copy through Post/Courier.