



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016. Website : www.iitd.ac.in

ADVERTISEMENT NO. E-II/14/2021 (W)

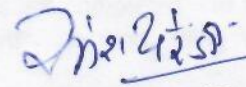
For Online Interview/ Walk-In-Interview

IIT Delhi intends to conduct Online Interview/ Walk-In-Interview for engaging the services of 03 Assistant Hostel Caretaker (Only for female candidates) 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 (03)	Rs. 35000/- (per month) (Maximum)	30 years (as on the last date of receiving applications)	Essential: Bachelor's degree in any discipline preferably in Hotel Management or equivalent with at least 55% marks from a recognized University/ Institute with at least 02 years experience in hostels of Educational Institute/Hotels/ Guest Houses of Public Sector Undertaking/ Government Organization etc. Proficiency in the use of a variety of computer office applications like MS Word, Excel, Power-point or equivalent is a must. Main Responsibilities of the Job: <ol style="list-style-type: none">1. Collection of dues from the students etc.2. To keep records of all inventories related to Caretaking office.3. Ensure all minor maintenance tasks are completed in the hostel building e.g. Door handles, shelves, painting, tiling carpeting, leaks, putting up blinds etc.4. Up keep of external areas5. Ensuring wash areas and toilet areas are regularly replenished and kept clean and tidy.6. Ensure all communal areas clean and tidy and replenished after each break time.7. Movement of furniture, supplies, delivers etc.8. Ensure all furniture and fittings are in full compliance without standards of safety and comfort.9. Maintain safe conditions and safe working practices within all the facilities.10. Adhere Institute safety procedures and policies.11. Ensure all fire signage and equipment is legally complaint and monitored and recorded as per legislation.12. Do fortnightly fire alarm tests.13. Ensure cleaning inside of windows once a week and/or when necessary and also external windows as and when required.14. Upkeep of grounds and gardens on all sites.15. Deal with all students, staff and external with courtesy and promptness at all times.16. Familiar with ERP related work.17. Maintaining Safety protocols during pandemic or any other emergency situation.18. 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 joiner 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> (Please see link 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 by 1730 Hrs of 25.07.2021. 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.


15/07/2021
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)