



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)

Walk-In-Written Test/Interview

Applications are invited from Indian Citizens for engaging their services as Assistant Hostel Caretaker (03) (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 date of Written Test / Interview)	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: 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 areas 5. 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.

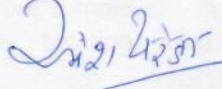
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19/09/2021

Date of Written Test/ Interview	Venue/Time for Written Test/Interview
09.04.2021 (Friday)	Venue:- Board Room, Near Director's Office, 1 st Floor, Main Building, IIT Delhi, New Delhi- 110016. Reporting Time:- 02:30 PM.

NOTE:

1. No candidate may be entertained if, he/she reports after the above mentioned reporting time.
2. There may be a Written Test to shortlist the candidates. Only the candidates who will qualify the written test, as per the decision of the Competent Authority, shall be allowed to appear for Interview.
3. Please note that this is purely a temporary arrangement and appearance in the Interview and selection thereafter, will not entitle the candidate for any claim what-so-ever or permanency on the regular establishment of IIT Delhi.
4. IIT Delhi reserves the right to stall/cancel the recruitment partially/fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidates.
5. Immediate joiner will be preferred.
6. No T.A/ D.A will be paid for attending the Written Test/ Interview.
- 7.(i) 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**).**
- (ii) The application form should contain detailed information regarding Educational Qualification indicating percentage of Marks/Division obtained in each examination and also details of work experience.
- (iii) Candidates have to produce the original certificates/documents in support of Educational Qualification (both Academic/ Professional) and also work experience. A set of photocopies of these documents duly self attested have to be submitted.


19/03/2021
Consultant (Rectt.)

DISTRIBUTION

1. Institute Website
2. Notice Boards of IIT Delhi
3. Secretary to Dy. Director (Operations)
4. Secretary to Registrar
5. A.R. (Students Affairs)
6. A.R. (Estt.-2)