

Temporary position on (contract) in Hostels

Applications in plain paper (from Male candidate) are invited for temporary positions (on contract) as Hostel Assistant Manager at boys Hostels at IIT Madras. Those who interested may apply to ccwoffice@iitm.ac.in with a copy to arstudents@iitm.ac.in so as to reach by 3.00 p.m. on 21st August 2017.

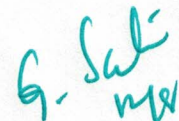
DETAILED INSTRUCTIONS:

1. The position is temporary and on contract basis.
2. The essential qualifications are given below:

Hostel Assistant Manager.

- I. Should be between 30 to 50 years as on 21st August 2017.
 - II. Should be a Graduate preferably Commerce.
 - III. Prior relevant experience of at least 1 year in any Educational institution or a PSU or any organization of Repute taking care of its guest house / hostel.
 - IV. Ability to work on computers.
 - V. Ability to run the hostel office for short periods in the absence of Hostel Manager.
 - VI. Physically fit to make several like, water, electricity, etc.,
3. Any candidates approaching any official of the Hostel Management through any means shall be automatically debarred and disqualified.
 4. In case of hard copy to be submitted, this may be done at the receipt and dispatch desk at the Office of Hostel Management (OHM).
 5. Mere submission of application does not guarantee call for interview or selection for any post in the OHM.
 6. Consolidated salary per month:

Hostel Assistant Manager : Rs. 15,000/-



Chairman
Wardens Council

