

IITM HOSTEL MANAGEMENT TRUST CHENNAI 600 036

RECRUITMENT NOTIFICATION

No.HMT/REC./01/2018/

Date: 19/07/2018

Applications are invited for the following positions purely on contract basis.

S.No.	Post	Consolidate	Qualification & Experience
1	Chief Operating Officer	75000/- per month	Any Post Graduate with 55% Preference will be given to those with Management, Hotel Management and/or Law. At least 10 years experience in senior administrative positions.
2	Asst. Manager (Hostel)	Rs.15000/- Per month	Any Degree (preferably in commerce) with 2 years relevant experience.
3	Asst. Manager (Accounts)	Rs.15000/- Per month	Degree in Commerce with 2 years relevant experience.
4	Asst. Manager (Ministerial)	Rs.15000/- Per month	Any Degree with Stenography and typing Higher and computer knowledge. Typing-40 wpm. Stenography 80 wpm. 2 years relevant experience.

Last date for receipt of applications is 10/08/2018.

Application form can be downloaded from the website ccw.iitm.ac.in

1. Chief Operating Officer (COO)

IITM Hostel Management Trust, Chennai 600 036 is responsible for providing boarding and lodging to approximately 9000 plus students. There are 20 hostels, each one administered through a dedicated Warden, nominated from among the faculty of the Institute.

(a) The candidate must fulfil the following conditions:

- (i) Must have minimum of 55% in any Post Graduate degree. Preference will be given to those with management, hotel management, and/or law degrees.
- (ii) Must be between 40 and 50 years as on 10 August, 2018.
- (ii) Experience in Senior Administrative position for at least 10 years in an organization of repute.
- (iii) Fluency in English, Hindi and Tamil.

(b) The COO shall be responsible for all aspects related to Boarding and Lodging of the Students, Scholars and other Residents in the Hostels and Messes. He/ She should be able to liaise with agencies like the engineering unit and the caterers to ensure provision of best possible lodging and boarding facilities to the residents.

(c) The COO will report to the Chairman, Wardens Council.

2. Asst. Manager (Hostel/Accounts/Ministerial)

(a) The Candidates must fulfil the following conditions:

- (i) Must be between 25 years to 40 years old as on 10/08/2018.
- (ii) Must have minimum of 2 years relevant experience after completion of graduation.
- (iii) Ability to work on computer.

3. GENERAL INFORMATION:

- (a) The Positions are purely temporary and on contract basis.
- (b) Age and experience will be reckoned as on 10/08/2018.
- (c) Working hours are from 0900h to 1700h from Monday to Saturday. The employees, however, are expected to be present in the office, in case required for specific purpose(s) even beyond office hours and on holidays.
- (d) The candidate applying should be willing to work on shift basis, if necessary.
- (e) Canvassing in any form will lead to immediate disqualification of the candidate.
- (f) The application should be in the prescribed format.
- (g) The envelope containing the application must be superscribed in bold letters “Application for the Post of _____”.**
- (h) The application complete in all respect should be addressed to “The Managing Trustee, IITM Hostel Management Trust, Chennai 600 036.
- (i) The application can be sent either by post or dropped in a drop box kept at Tapal Section at O/o Hostel Management on or before 10/08/2018.
- (j) Mere fulfilling the minimum qualification doesn't bestow right on candidate to be called for interview.
- (k) Incomplete/incorrect applications/applications received after the due date will be summarily rejected. No representatives/correspondence/on such REJECTIONS shall be entertained.
- (l) The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/assigning any reasons at any stage.
- (m) The recruitment to the post shall be strictly based on written test/skill test only. There shall not be any personal interview for selection of Asst. Manager.
- (n) For the post of COO, the selection shall be based on interview.
- (o) The employer has the right to cancel or modify these notifications without assigning any reason thereof.
- (p) IITM Hostel Management Trust reserves the right to reject or accept any candidature without assigning any reason thereof.
- (q) IITM Hostel Management is not responsible for any postal delay. No correspondence in this matter will be entertained by this office.
- (r) If the candidate is applying for more than one post, he/she should send separate application for each post.
- (s) The decision of appointing authority is final.

MANAGING TRUSTEE



IITM HOSTEL MANAGEMENT TRUST

होलसेल मैनेजमेंट ट्रस्ट का कार्यालय

चेन्नई / CHENNAI – 600 036

Telephone (044)22578500

Fax: (044) 22578502

Notification No:

APPLICATION FOR THE POST OF: _____

1. Name of the Post Applied for:

2. Full Name of the Candidate:
(in Capitals)

.....

3. Date of Birth:
Day Month Year

4. Gender: (Write '1' for Male, '2' for Female)

5. Marital Status:

6. Father's/Husband's Name:

7. Mailing Address (in block letters):

.....

..... Pin Code:

Tel. No. : Mobile:

E.mail ID (if any):

8. Nationality:

9. Whether Physical Handicapped? : (Write '1' for Yes, '2' for No)

10. Community (please tick ✓) SC ST OBC GENERAL

11. All Educational/other professional Qualifications/Training Courses etc:

Sl.no	Exam passed	Division/ Grade	% of marks	Year of pass	Board/ University	Subject
1						
2						
3						
4						
5						
6						

Paste your recent
passport size
photograph

12. Experience:

Sl. no.	Office	Post held	Exact date to be given (indicate, day, month & year)		Total Period (in years)			Nature of duties
			From	To	Yrs.	Months	Days	
1								
2								
3								
4								
5								
6								

13. Any other relevant information (Computer Knowledge):

14. Details of enclosures: 1) _____

2) _____

3) _____

4) _____

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the competent authority, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Date:

Signature of candidate

Place: