

IITM HOSTEL MANAGEMENT TRUST
CHENNAI - 600 036

TEMPORARY POSITIONS (ON CONTRACT) IN HOSTELS

Applications are invited from eligible candidates for purely temporary positions (on contract) of Hostel Assistant Managers and Hostel Attendants to work in Male and Female Hostels at Office of the Hostel Management, IIT Madras.

Last date for receipt of applications is 18-03-2023 (Saturday). For details,

To Apply www.ccw.iitm.ac.in

DETAILED INSTRUCTIONS:

1. The posts are purely temporary on contract basis.
2. The essential qualifications are as given below:

HOSTEL ASSISTANT MANAGERS:

- Should be preferably between 25 and 40 years of age as on 28-02-2023.
- Should be a graduate, preferably in commerce.
- Prior relevant experience (e.g., taking care of hostel, guest room, etc.) of at least one year after graduation in any educational institution or PSU or any organization of repute.
- Ability to work on computers is essential.
- Ability to manage hostel work including office work.
- Should be proficient in English (reading, writing and speaking).
- Should be physically fit to make several rounds in the hostel complex in order to monitor the facilities like, water, electricity, etc.

HOSTEL ATTENDANTS:

- Should be preferably between 20 and 40 years of age as on 28-02-2023.
- Should have passed 10th standard.
- Should be able to read, write and understand instructions that are passed orally and in writing in English.

- Should be physically fit to make several rounds in the hostel complex in order to monitor the facilities like, water, electricity, etc.
 - Working knowledge of computers is essential.
3. Canvassing in any form will lead to immediate disqualification of the candidates.
 4. The application complete in all respects may be handed over at the IITM Hostel Management Trust or sent by an email to ccw.admin@smail.iitm.ac.in on or before 18-03-2023.
 5. Mere fulfilling the minimum educational qualification does not bestow the right on candidate to be called for interview.
 6. Consolidated salary per month:

Position	Salary	EPF	ESIC
Hostel Assistant Manager	Rs. 24000/-	Rs. 2016/-	NIL
Hostel Attendant	Rs. 16000/-	Rs. 1344/-	Rs. 520/-

7. Incomplete/incorrect applications and applications received after the due date will be summarily rejected. No representations / correspondence on such **REJECTIONS** shall be entertained.
8. The recruitment process can be cancelled / postponed / suspended / terminated without any prior notice and assigning any reasons at any stage.
9. The recruitment to the post is based on the written test / skill test and interview. The shortlisted candidate will be informed about the dates of tests and interviews later.
10. The number of vacancies is subject to change. Further, the employer has the right to cancel or modify these notifications without assigning any reason thereof.
11. In case the response to the post is in large numbers, screening will be restricted to those with higher percentage of marks.
12. IITM Hostel Management Trust reserves the right to reject or accept any candidature without assigning any reason thereof.
13. In case of any discrepancy, the decision of the appointing authority is final.