

Non-Teaching Advertisement through Outsourcing Agency

Advt. No.: IIT/GAD/Outsourced/Rect./01

Dated: October 9, 2026

Name of the post: Junior Assistant (Dining Supervisor)

No. of Posts: 01

Essential Qualification: Bachelor's Degree in any discipline from a recognised University/ Institute.

Knowledge of computer operations, including MS Office/ Excel.

Minimum Experience: Minimum 02 Years of relevant experience in supervision/ management of a Hostel, Mess, Canteen, hostel dining facility, institutional kitchen, hotel, restaurant, catering, establishment or similar food service operation.

Job requirements/description:

- Supervise day-to-day operations of the Central Dining Facility.
- Coordinate with catering agencies, cooks, service staff and housekeeping personnel.
- Monitor food quality, quantity, hygiene and timely serving of meals.
- Maintain records relating to meals, attendance, inventory, consumption and complaints.
- Monitor availability and other consumables.
- Coordinate with the Dining Warden and Hostel Coordination Unit regarding Operational issues.
- Attend to student complaints and coordinate their resolution.
- Ensure compliance with prescribed standards of hygiene, sanitation, and food safety in accordance with Food Safety and Standards Authority of India (FSSAI) guidelines.
- Assist in inspection of kitchen, dining areas, equipment and storage facilities.
- Prepare routine reports and maintain records using computer applications.

Age: Up to 40 Years from the last date of advertisement.

Remuneration/Salary: ₹29,432/- (Skilled) consolidated per month.

Period of engagement: 01 Year (Extension based on performance).

Non-Teaching Advertisement through Outsourcing Agency

Advt. No.: IITI/GAD/Outsourced/Rect./02

Dated: October 9, 2026

Name of the post: Junior Assistant (Hostel Supervisor)

No. of Posts: 01

Essential Qualification: Bachelor's Degree in any discipline from a recognised University/ Institute.

Knowledge of computer operations, including MS Office/ Excel.

Minimum Experience: Minimum 02 Years of relevant experience in hostel administration/ supervision, preferably in a university, Institute, residential educational institution, or similar establishment.

Job requirements/description:

- Supervise day-to-day functioning of the hostel and ensure smooth operations.
- Monitor cleanliness, sanitation, maintenance, security and other hostel facilities.
- Coordinate with hostel attendants, housekeeping, maintenance, security, mess and other service agencies.
- Maintain records related to Inventory, room, allotment, occupancy, visitors, complaints and hostel assets.
- Monitor availability and other consumables.
- Coordinate with the Dining Warden and Hostel Coordination Unit regarding Operational issues.
- Attend to students/ residents concerns and coordinate their resolution with concerned office.
- Monitor the proper use and safety of hostel infrastructure, furniture, electrical installations and other facilities
- Report maintenance issues, incidents, disciplinary matters and other important developments to the concerned authority.
- Assist in room/ hostel allotment, shifting, vacation, and related administrative activities.
- Perform any other duties as assigned by the Chief Warden/ Hostel.

Age: Up to 40 Years from the last date of advertisement.

Remuneration/Salary: ₹29,432/- (Skilled) consolidated per month.

Period of engagement: 01 Year (Extension based on performance).