

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).