



**भारतीय प्रौद्योगिकी संस्थान दिल्ली**  
**Indian Institute of Technology Delhi**  
Hauz Khas, New Delhi – 110016. Website : [www.iitd.ac.in](http://www.iitd.ac.in)

No: IITD/SAS/2019/

Date:26.03.2019

**ADVERTISEMENT NO:SA/02/2019**

Applications are invited from Indian Citizens for 10 post of Multi-Tasking Staff (Hostels/Guest Houses) on purely contract basis under Board for Hostel Management. The appointment will be made initially for a period of 2 years. The period can be extended subject to requirement and satisfactory work performance as per details mentioned below:-

Post	Consolidated Salary	Age Limit	Minimum Qualification/Experience
Multi-Tasking Staff (Hostels/Guest Houses) (Purely on contract basis) (No. of Posts – 10)	Rs.20,000/- (Rs.20,000-Rs.45,000) per month with annual increment upto 10%.	Not exceeding 50 years as on the last date of submission of application	<b>Minimum Qualification :</b> <ul style="list-style-type: none"><li>Bachelor Degree in any discipline from a recognized university.</li><li>Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.</li></ul> <b>Experience :</b> <p>05 years' working experience for handling students related matters of hostels/Guest Houses of Educational Institutes.</p> <p>The required relevant experience are as under:-</p> <ol style="list-style-type: none"><li>Allotment &amp; handing over/taking over the charge of a room to a student.</li><li>Managing/controlling the inventory of the hostel property purchased from many Budget Head.</li><li>Supplying the necessary information to Mess Supervisor regarding the strength of the hostel for the purpose of preparing meals.</li><li>Maintaining the necessary record of hostel residents e.g. student entry wise inventory/room wise inventory/record of payment/local address of the students and maintaining the arrival/departure register of the students.</li><li>Collection of hostel dues from the students.</li><li>To look after all (Civil, Electrical, public health and horticulture etc.) maintenance of the hostel.</li><li>To ensure hygienic conditions within and around the hostel.</li><li>To maintain the vacancy position of Hostel seat.</li></ol> <p style="text-align: center;"><b>OR</b></p>



			<ol style="list-style-type: none"> <li>1. Checking supplier's bills and verified on ACSS System.</li> <li>2. Processing student security refund claims of all hostels.</li> <li>3. Issuing PPO.</li> <li>4. Preparing TDS statement monthly &amp; quarterly, issuing TDS payment letter and mailing quarterly TDS statements to CA.</li> <li>5. All bank work (All processes of account opening, Investment in Fixed Deposit, sending Mail to bank etc).</li> <li>6. Semester account finalization.</li> <li>7. Processing salary through ACSS System.</li> <li>8. Preparation of RTGS details.</li> <li>9. Preparation of Bank Reconciliation Statement.</li> </ol>
			<p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of organising various student events</li> <li>2. Students Election</li> <li>3. Annual Maintenance Contract for various Electronic Items</li> <li>4. Selection various Awards for students</li> <li>5. Preparation of agenda items and minutes</li> </ol>
			<p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Experience of working in Guest House of reputed Education Institute</li> <li>2. Booking of rooms along with maintaining the occupancy register</li> <li>3. Attending Guest queries regarding rooms &amp; service</li> <li>4. Knowledge of payment through digital system</li> </ol>

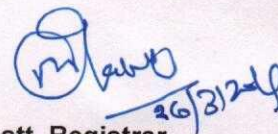
**NOTE:**

- 1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
- 2) There will be two stages of recruitment as under:-
  - a) Written Test
  - b) Trade Test

**Note:-** The sequence of the above two stages may interchange at the discretion of BHM due to administrative reasons/prevaling circumstances.
- 3) The BHM is free to set the benchmark and call only the eligible candidates for the Written Test. Further, BHM also reserves the right NOT to fill the post advertised, in the event or exigency so decided.
- 4) Immediate joining will be preferred.



- 5) In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Dean (SA) shall be final.
- 6) The BHM will conduct Written test and Trade test for this post and only those candidates, who qualify the tests (as mentioned above in point 2) will be considered.
- 7) The application form without self-attested copies of all relevant certificates (both experience and education) may be rejected.
- 8) The candidates who fulfil the above qualifications/experience as mentioned are required to send by post or submit formal application along with Bio-data having complete information regarding educational qualification indicating percentage of marks of each examination passed, details of work experience etc. and a recent passport size photograph along with self-attested photocopies of certificates (academic & professional) addressed to **Assistant Registrar (Student Affairs Section), IIT Delhi, , Room No.- MS207/C9, Hauz Khas, Delhi-110016 latest by 10.04.2019 at 5.30 p.m.** The specimen of "Application Form" is also available on the Website of IIT Delhi [www.iitd.ac.in](http://www.iitd.ac.in) (Please see column Jobs@IITDelhi, under the heading **non-academic**).



Asstt. Registrar  
(Student Affairs)

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