

**Advertisement for the Position of Junior Assistant (Hostel Supervisor)**  
**Through Outsourcing Agency**

**Position:** Junior Assistant (Hostel Supervisor) – 02 Posts

**Essential Qualification:**

- Bachelor's degree with knowledge of computer operations.

**Essential Experience:**

- 02 years of relevant experience.

**Desirable Qualifications:**

- Certificate in Office Software.
- Background in Finance & Management.
- Supervisor experience.
- Knowledge of Computer.

**Job Requirements/Description:**

1. Managing the operation of hostels and addressing maintenance issues.
2. Handling student grievances and room allotments.
3. Arranging rooms in hostels and keeping records.
4. Informing about lapses in operations and serving notices.
5. Maintaining detailed records of room assignments, vacancies, and any maintenance activities.
6. Ensuring all records are up to date and easily accessible for administrative purposes, etc.

**Age:**

- Up to 35 years from the last date of the advertisement.

**Salary:**

- ₹26,229/- (Consolidated) per month as per central wages rate.

**Last Date of Application:**

- 28-02-2025

(i) Please submit your application online and also send a copy to the email address provided below: [hcu@iiti.ac.in](mailto:hcu@iiti.ac.in)

(ii) **Primeone link for apply:** <https://career.ichms.in/vacancies/82>