

Positions of Hostel Caretaker at IIT-Delhi

Applications are invited for the positions of Hostel caretaker thru outsourced agency at the Indraprastha Institute of Information Technology (IIIT) Delhi, a state University created by an Act of Delhi Govt. IIIT Delhi is a research-led institute, fashioned after IITs.

Post: Hostel Caretaker

No. of Posts: 02 (Male-1, Female-1)

Nature of Post: Outsourced thru third party.

Job Description/ Role:

- Responsible for Hostel Allotment & Discipline.
- Reconciliation of Mess Bills and Hostel Fee.
- Hostel Maintenance and upkeep

Qualification & Experience: The Candidate must be Graduate with suitable experience in an educational Institute in similar position with sufficient knowledge of MS word & Excel and conversant with e-mails and Internet.

Pay and Other Benefits:

Pay: Rs. 15-30K depending upon the profile.

In addition to this single accommodation will be provided with 24x7 commitments.

The interested candidates may send the CVs containing Qualification, Experience and personal data thru e-mail to admin-hr@iiitd.ac.in with subject "CV for Hostel Caretaker-“Name of the Candidate”" latest by **December 25, 2013**.