



RECRUITMENT NOTICE

BITS Pilani, K. K. Birla Goa Campus invites applications for the position of **Assistant Hostel Superintendent**. The position details are as follows:

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	Assistant Hostel Superintendent
Job Type	Regular, Full time
Reporting to	Chief Warden
Will also work very closely with	<u>Key Internal:</u> Students, SWD Staff, Purchase and Faculty <u>Key External:</u> Parents and Vendors
No. of Positions & Job Location	One Position (Female) in K.K. Birla Goa Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Taking care of students at all times.• Monitoring all hostel maintenance and hostel-related administrative work.• Coordinating with security to monitor student late comers & absentees and taking necessary action.• Monitoring mess operations.• Planning for improvement in hostels & messes.• Contacting & negotiating with external agencies for sourcing materials.• Maintaining students' database, records of disciplinary cases, etc.• Assisting the hostel superintendents in performing routine activities.• Any other responsibility assigned by the Chief Warden from time to time.
Qualification and Personal Profile	Graduate in any discipline with 10 years of post-qualification experience. Prior experience in same or similar type of duties like interfacing with students in an educational institute will be preferred.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Should be computer savvy and be conversant with MS-Office.• Should be proficient in verbal & written communication.• Should possess excellent planning and organization skills.• Should exhibit good people skills with evidence of being able to work collaboratively with different stakeholders.• Should be able to manage students and interact with their parents.



Birla Institute of Technology & Science, Pilani
K K Birla Goa Campus

Compensation	Suitable candidate will be placed in Level 6 with a minimum pay of Rs. 35,400/- per month plus DA and other benefits as per Institute Norms.
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Applications in the prescribed format (refer [Employment Application Form](#)) may be submitted along with copies of the testimonials to the office of Dean, Administration within 01-Dec-2021 or it may be emailed to hroffice@goa.bits-pilani.ac.in within the due date.

Dean, Administration