



Indian Institute of Information Technology Una [HP]

An Institute of National Importance under MoE
Saloh, Una-177209

Website: www.iiitu.ac.in

IIITU/Admin/Hostel-Assistant-Adv./2022

19, July'22

WALK-IN INTERVIEW FOR THE OUTSOURCED HOSTEL ASSISTANT ON 09, Aug.'22

IIIT, Una is an Institute of National Importance under the MoE established under an Act of Parliament No. 23 of 2017. The Institute has a requirement of 03 Hostel Assistants. The details of the positions are as follows:

I. EDUCATION QUALIFICATIONS:

Sr. No.	Particular	Criteria
1.	Name of the Post	Hostel Assistant
2.	Nature of Post	Outsourced
3.	No. of Posts	Three
4.	Salary per Month	Rs.15,000/- approx. as per Central minimum wages Act. (Semi-Skilled Category)
5.	Age Limit	≤ 35 year
6.	Essential Qualifications	i) Secondary (10 th) with at least 50% marks. ii) Sr. Secondary (12 th) with at least 50% marks iii) Graduate from recognized university/Institution with minimum 50% marks.
7.	Desirable	- Computer skills (Office suit, Tally, etc.). - Good Communication skills
8.	Roles and Responsibilities	- Preparation of mess bills and account maintenance of each student. - Ensuring the quality of foods in outsourced mess. - Attending boarder's complaint and getting those resolved. - Maintaining records of all the infrastructure of hostel (e.g. Furniture, Electrical equipments etc.) - Any other responsibility assigned by the competent authority of the institute from time to time.

II. SCHEDULE OF THE SELECTION PROCESS:

- i. Release of advt. on website : 20, July'22
- ii. Walk-in Interview : 09, Aug.'22
- iii. Registration : 10:00 hrs.
- iv. Venue for the Interview : Senate Room

The candidates should bring the filled application form (attached) at the time of registration.

III. SELECTION PROCESS:

The merit list (**Max. Marks: 100**) of the eligible candidates will be prepared as per the following weightage:

- i. 10th Marks : 25 Marks
- ii. +2 Marks : 25 Marks
- iii. Graduation : 30 Marks
- iv. Relevant* Exp. : 10 Marks (05 per year)
- v. Personal Interview : 10 Marks

*- As decided by the selection committee. The decision of the selection committee will be final in this regard. The experience marks will be awarded in whole number only (i.e. 05 marks for 1 year, 10 marks for 2 years).

IV. GENERAL TERMS AND CONDITIONS:

- i) The post is purely temporary.
- ii) Original documents of age proof/degrees/mark sheets/experience certificate must be presented at the time of registration. No verification will be done based on the soft copies of the documents.
- iii) The post is for a period of one year from the date of joining, initially and later extendable based on performance.
- iv) The selected candidate will have no right whatsoever to the permanent employment/regularization, etc.
- v) The assignment can be terminated with advance three-month notice period from either side under normal circumstances. However, the institute may terminate the services with less notice period also.
- vi) After expiry of the said period, the employment shall stand terminated automatically unless the same is extended by the outsourced agent.
- vii) The employee shall strictly observe the code of conduct, Institute norms, Rules and policies prescribed by the institute from time to time during the period of deployment.
- viii) The institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.
- ix) **Canvassing in any form will render a candidate ineligible.**

Note: The aforesaid terms and conditions shall be supplementary and in addition to the terms of appointment order, which shall be issued to the selected candidate.

**For and on behalf of the
Outsourced Agency.**