



**INDIAN INSTITUTE OF FOREIGN TRADE**  
**(Deemed to be University - Under Department of Commerce, Govt. of India)**

**Engagement of Hostel Warden (Residential), IIFT, New Delhi on contractual basis**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business. The Institute intends to engage experienced personnel as **Hostel Warden (Residential) for IIFT, Delhi Campus** on contract basis initially for a period of one year.

**Essential Educational Qualification**

Post-Graduation Degree/Diploma in Management / Hospitality Management / Psychology.

**Experience**

- Minimum 3 yrs. experience as a Warden/ Superintendent in a large Hostel of any College / University / Institute.
- Excellent verbal and written communication skills both in English and Hindi along with good administrative and operational skills.

**Age Limit**

- Should not be more than 45 Years as on last date of receipt of application.

**Remuneration**

Consolidated remuneration of Rs. 50,000/- to Rs. 60,000/- based on experience and qualifications.

**Residential Requirement**

Hostel Warden will be provided a room in the hostel. It is mandatory for the Warden to stay in the hostel.

**Essential Job Functions**

- Handling complete hostel responsibilities & ensure smooth functioning of Hostel activities.
- To maintain proper discipline in the hostel and campus.
- To keep-up the hostel cleanliness and maintenance issues.
- To take care of upkeep issues of the hostel and ensure proper stock ledgers.

- To be available during specified office hours to discuss problems and other matters with students who wish to consult.
- To ensure that all the important incidents are recorded and escalated for monitoring purposes to reporting setting.
- To supervise the general arrangement and provisions of services, in particular the quality of food being prepared/served in the hostel.
- To take suitable decision himself at the time of emergency which may arises on holidays and before and after office hours on working days in the campus and inform the action taken to the Competent Authority.
- The Warden position requires a full 24X7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.

### **Instructions/Guidelines**

- A candidate applying for the above position must be a citizen of India
- Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to shortlisting applicants in any manner as may be considered appropriate and no reason of rejection shall be communicated in any case.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- The documents will be verified with original testimonials at the time of interview if the applicant is called for the interview.
- Interested candidates having the above qualifications and experience should only apply online through the link given below latest by **15.12.2022.**

**Link:** [http://docs.iift.ac.in/recruit/solo.asp?jcode=WR\\_NOV2022](http://docs.iift.ac.in/recruit/solo.asp?jcode=WR_NOV2022)

Only the shortlisted candidates shall be informed by e-mail to appear for the interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.