

**Advertisement for the Position of Assistant Operation Manager-Hostel (Girls)**

Outsource: HR- 41

Date: 16 January 2025

The Outsource Agency invites online applications to fill the following post, to work at IIT Jammu on outsource basis:-

| No of post | Name of the post                           | Age Limit | Period of Engagement   | Consolidated Salary package |
|------------|--|-----------|--|-----------------------------|
| 01         | Assistant Operation Manager-Hostel (Girls) | 35 years  | Initially for 01 Year (yearly extendable based on the performance and requirement) | 23,300-29,700/- per month   |

**Eligibility Criteria**

- (i) Graduation in any discipline from a Govt. recognized University or Institute with at least 60% marks in aggregate or equivalent grade.
- (ii) Only female candidates are eligible.

**Desirable**

- (i) Degree/Diploma in Hotel Management / Catering Technology with one year experience in relevant field.
- (ii) Computer proficiency in data management, MS Office & email communications etc.

**Job Description**

Overall taking care of the Hostel operations, supervision of hostel premise, inventory management, liaising with Mess, Housekeeping & Security teams. Student leaves management etc.

**General Instructions:**

- (i) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
- (ii) This is purely a temporary engagement, and selection does not entitle for any claim what-so-ever regularization against any regular post or any vacancy arising in future or any cadre/post on the basis of this service at the client organization, that is, IIT Jammu.
- (iii) The Outsource Agency will depute the selected candidate at IIT Jammu on outsource basis.
- (iv) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- (v) Only shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure short-listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates.
- (vi) The Candidate needs to bring all the original documents for verification during Trade Test/Interaction.

**Application Submission:**

- (i) Candidates are required to submit online application latest by 27 January 2025 for submission of application please visit on <https://apply.iitjammu.ac.in> on behalf of outsource Agency for wider reach.
- (ii) Incomplete information shall be summarily rejected.
- (iii) Candidates must provide details of 10<sup>th</sup> or equivalent, 12<sup>th</sup> or equivalent, graduation and post-graduation qualification (if any).