

Advertisement for the Position of Assistant Operation Manager (Hostel and Mess)

Outsource: HR-16

Date: 29 Nov 2023

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 and Mess)	35 years	Initially for 01 Year (yearly extendable based on the performance and requirement)	27,000-40,000/- per month

Eligibility Criteria

(i) Graduate in any discipline from a Govt. recognized University or Institute with at least 60% marks in aggregate or equivalent grade.

Desirable

- (i) Degree/Diploma in Hostel management with one year experience in hostel operation.
- (ii) Computer proficiency to store, manage and use the data.

Job Description

Overall taking care of the property of Hostel, Mess Operations including hostel & Mess inventory 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 in this or any cadre/post on the basis of this service at the client organization, that is, IIT Jammu.
- (iii) The Outsource Agency will be 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 **8 December 2023** 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 10th or equivalent, 12th or equivalent, graduation and post-graduation qualification (if any).