

**Advertisement for the position of Junior Assistant (Hostel Supervisor) through
Outsourcing Agency**

Name of Post: - Junior Assistant (Hostel Supervisor)

No. of posts: 02

Essential Qualification: - Bachelor's degree with knowledge of computer operations.

Essential Experience: - 02 years of relevant experience.

Desirable Qualifications: - (a) Certificate in Office Software (b) Background with Finance & Management (c) Supervisor experience (d) Knowledge of Computer.

Job requirements/description: - (1) Managing the operation of Hostels and addressing maintenance issues. (2) Handling student grievances and allotment of rooms. (3) Arrange rooms of hostels and keep records for the same (4) Inform about lapses in the operations and serve notices. (5) Maintain detailed records of room assignments, vacancies, and any maintenance activities. (6) Ensure all records are up to date and easily accessible for administrative purposes.

Age: - up to 35 years from the last date of advertisement.

Salary: - ₹27102/- Consolidated per month.

Last date of application: - 15-08-2025