

**Advertisement for Non-Teaching Position through Outsourcing Agency**

**Name of Post:** Junior Assistant (Hostel Supervisor)

**Number of Posts:** 01

**Essential Qualification:** Bachelor's Degree with knowledge of computer operations.

**Essential Experience:** Minimum 02 (Two) years of relevant experience.

**Desirable Qualifications:**

- (a) Certificate in Office Software
- (b) Background in Finance & Management
- (c) Experience as Supervisor
- (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 the rooms of the hostels and keep records for the same.
4. Inform about lapses in operations and serve notices.
5. Maintain detailed records of room assignments, vacancies, and maintenance activities.
6. Ensure all records are up to date and easily accessible for administrative purposes.

**Age Limit:** Up to 35 years from the last date of advertisement.

**Salary:** ₹27,102/- consolidated per month.

**Last Date of Application:** February 20, 2026