

Non-Teaching Advertisement through Outsourcing Agency

Name of the post: Attendant

No. of Posts: 03 (Male)

Essential Qualification: Minimum 10th pass.

Minimum Experience: Minimum 02 Years of experience of working in colleges/ schools' hostels.

Job requirements/description:

- Day-to-day maintenance work in all hostels of residences.
- Coordination in shifting of students, when required.
- Dispatch of files/ documents.
- Assistance in Hostel Meetings.
- Arrangement for guest/ candidate/ interns other accommodation in various Halls.
- Counting of Inventory.
- Arrangement for Hostel meetings.
- To attend calls in absence of administrative staff.
- Dispatch of parcels to concerned students.
- Upkeep of bedsheets, pillows and pillow covers.
- Daily checking of complaint register pertaining to civil, electrical & maintenance work in all Hostel.
- Day-to-day maintenance work in all hostels.
- Coordination in shifting of students, when required.
- Arrangement for guest/ candidates/ interns and others' accommodation in various hostels.
- Mess card distribution every month.

Age: Up to 45 Years from the last date of advertisement.

Remuneration/Salary: ₹23,947/- (Semi-Skilled) consolidated per month.

Last date of application: July 30, 2026

Online Link for application: <https://forms.gle/St6LVjT9RA667J3f8>