

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

**Junior Assistant (Hostel Supervisor) – 02 Post**

**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 Maintenance issues. (2) 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:** - 26,229/- (Consolidated) per month as per central wages rate.

**Last date of application:-** 27-10-2024

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

**Name of the post:-** Junior Attendant (Hostel Attendant)

**No of Post:-** 01 (Only for Female)

**Essential Qualification:** Minimum 10th pass.

**Essential Experience:** Minimum 02 Years' experience in Girls Hostels Activities.

**Job requirements/description:-** The Girls' Hostel Attendant is responsible for ensuring the well-being and safety of the female hostel residents. She will assist in managing day-to-day activities, maintaining cleanliness, addressing student needs, and supporting the hostel Supervisor in ensuring a secure and comfortable living environment.

**Age:-** Up to 30 Years from the last date of advertisement.

**Salary:-** Rs. 22,478/- consolidated per month as central wages rate.

**Last date of application:-** 27-10-2024