



Advt. No.IITI/SA/HCU/2024

October 18, 2024

**Advertisement for Non-Teaching Positions (on contract)
for Hostel Coordination Unit (HCU)**

1. Indian Institute of Technology (IIT) Indore is an Institute of National Importance and is one of the second generation IITs established by Ministry of Education, Govt. of India. The Institute has been ranked as the 16th top engineering institute in the country by National Institute Ranking Framework (NIRF) in the year 2024. IIT Indore has made its presence felt as a Centre of Excellence for teaching, learning, innovation, and research. With its state-of-the-art infrastructure, facilities and conducive work environment, the Institute is the preferred choice for the job seekers who aspire to build career and serve in a premier academic Institute of national repute.
2. The Hostel Coordination Unit (HCU) of the Institute is an entity which manages the multifarious activities of the hostels and dining of around 3000 students residing on the campus.
3. Applications are invited from Indian nationals having excellent academic record and relevant work experience for the following position on contract basis for the Hostel Coordination Unit of IIT Indore:

(a) Hostel Coordination Unit Manager (on contract) - 01 Post

- (i) **Essential Qualification:** Graduate in any discipline with at least aggregate 60% marks.
- (ii) **Desirable Qualifications:** Degree in Engineering/ Management/Commerce/ ICWA.
- (iii) **Minimum Experience:** 6 years of experience in the relevant field.
- (iv) **Desirable Experience:** Experience of working in Colleges/ Schools/ Hostels
- (v) **Upper Age Limit:** 50 years as on the last day of application mentioned in advertisement.
- (vi) **Salary/ Remuneration:** ₹50,000 – ₹60,000 consolidated per month.
- (vii) **Period of Engagement :** 01 year (Extendable for a period as decided by the Institute, depending on the performance of the selected candidate, requirements of HCU and feedback of concerned HCU authorities)

(b) Junior Assistant (on contract) - 01 Post

- (i) **Essential Qualification:** Graduate in any discipline
- (ii) **Desirable Qualifications:** Degree in Management/ Accounts/ Commerce
- (iii) **Minimum Experience:** 1 year of experience in the relevant field.
- (iv) **Desirable Experience:** Experience of working in Colleges/ Schools/ Hostels
- (v) **Upper Age Limit:** 40 years as on the last day of application as mentioned in advertisement.

(vi) **Salary/ Remuneration:** ₹25,000 – ₹30,000 consolidated per month

(vii) **Period of Engagement** : 01 year (Extendable for a period as decided by the Institute, depending on the performance of the selected candidate, requirements of HCU and feedback of concerned HCU authorities)

General Instructions:

1. The candidates are required to attach their CV along with the Application Form. Filling of Application Form is mandatory for the consideration of candidature.
2. All qualifications should have been acquired from Universities/ Institutes/ Boards/ Councils etc. recognized by appropriate Statutory Authorities. Relevant education certificates should be attached along with the application form.
3. The experience certificate should be on the letterhead of the Company/ Institute/ Organization and should mention the details of post, pay, duration of employment and nature of the job performing/ performed.
4. The requirements of minimum qualification, experience, and/or age may be relaxed in the case of candidates with outstanding credentials and experience at the discretion of the HCU.
5. The candidature of the applicant shall be subject to verification of original testimonials at the time of the interview. In case the candidate fails to submit the required supporting documents as mentioned in the CV/ application form, his / her candidature may not be considered for the interview.
6. The selected candidate, on appointment, shall be entitled to leave as per Institute/ HCU rules for contractual staff.
7. The selected candidate would be provided accommodation in a room of any Hostel. In case the candidate opts to stay out of the campus, HRA at the rate of 10% of the consolidated salary would be provided.
8. The appointment is not a regular employment and does not entitle any claim or privileges or benefits of regular employment.
9. Only shortlisted candidates will be called for the selection process which includes written test, Skill Test and/or Personality Test/ Interview .
10. The Information about the shortlisted candidates and dates of Selection Test will be informed through email mentioned in the application form.
11. In case the information furnished by the candidate in any part is found to be false or incomplete or not in conformity with the eligibility criteria mentioned in the advertisement, the candidature/ engagement will be considered revoked/terminated.
12. Any sort of canvassing or influencing the official related to the recruitment/selection process would result in immediate disqualification of the candidate.
13. The Institute reserves the right not to fill the advertised post.
14. The decision of HCU in matters of selection will be final and binding.
15. Candidates, who are fulfilling the above eligibility criteria, and are willing to apply for the post are requested to send a duly filled and signed scanned copy of the application form in the prescribed proforma along with CV and relevant certificates / testimonials to the email id "studentaffairs@iiti.ac.in" with the following details **on or before 5.00 pm (IST) on October 30, 2024:**

Sd/-
Dean, Student Affairs, IIT Indore