



NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
(Ministry of Education, Government of India)
WARANGAL – 506 004 (Telangana State)

Recruitment Advt. NO. 2/2022 (Contract) dated 16.9.2022

National Institute of Technology Warangal, an Institute of National importance under the Ministry of Education, Government of India is looking for qualified and experienced Indian Nationals to be engaged as **Hostel Manager purely on a contractual basis**. Preference will be given to retired personnel from defense/paramilitary forces who has working experience as hostel manager/hostels-mess supervisor. Defense services Officers/Personnel (discharged after successful completion of service in Indian Army/Navy/Air Force/GREF) or retired Officers/personnel from Indian Para-military forces (BSF/CISF/CRPF/ITBP) who are having the essential qualification and the prescribed experience are encouraged to apply.

The requisite qualification(s) & experience required for the said contractual position are as follows:

Sl. No.	Particulars	Details in brief
1	Name of the Post & number of posts	Hostel Manager (on contract) = 05 Nos. (Out of the 5 positions, 3 positions are reserved for Male Hostel Mangers and 2 positions are reserved for Female Hostel Managers)
2	No. of Position(s) and reservation	5 {4 UR and 1 OBC}
3	Qualification & Experience and other details	Essential: Bachelor's degree in any discipline awarded by a recognized Indian University; And Having experience of handling large hostels, halls of residence, large messes/Canteens. Preferable experience: Preference will be given to those retired personnel from defense/paramilitary forces as hostel manager/hostels/mess supervisor
4	Consolidated Pay	Fixed consolidated pay of Rs. 50,000/- per month.
5	Tenure of the contractual engagement	The post is temporary and purely on contract, initially for a period of 2 year(s), extendable to one more year (i.e., 2 + 1 Year) up to a maximum total of 3 years subject to periodical/annual review of satisfactory performance. However, the contractual engagement shall be ceased/curtailed either side by giving one month notice period. In any case, the Institute administration reserves the right to curtail/cease the contractual engagement immediately without any notice period or assigning reasons. Being a purely temporary, contractual and non-sanctioned post, any demand such regularization, permanency, continuation beyond the fixed tenure etc., will not be considered/is not possible as per rules.
6	Job Profile/ Responsibilities	1.The Hostel manager is responsible for regular hostels management activities viz., looking into the availability of all basic hostel amenities provided to the students, coordinating with the departments/officials concerned for routine/ preventive/periodical maintenance of hostel infrastructure/ hostel equipment/hostel assets/hostel furniture/ student

		<p>mess and dining area utensils, infrastructure, furniture and equipment, hostel gym and recreational equipment and students hostel activities management, ensuring hygienic environment in the hostel campus area, kitchen and dining areas of the students mess, checking the quality & quantity of food etc., thereby providing high standard, hassle free living and dining facilities to the hostel students of the institute. He/she will be responsible for effective functioning of hostel mess services.</p> <p>2.The Hostel Manager shall maintain the stock of furniture, appliances, all equipment, stereo equipment, discs and any other assets of the hostel, mess and dining areas and of the Institute given to the hostels and messes at the end of each semester or at any time of specific items with the help of concerned secretaries. He/she will maintain a proper record of all the assets of the hostels ad mess and report to the Chief Warden through Assistant Registrar (Hostels). He/she will be responsible for supervising the housekeeping, all routine maintenance, providing basic amenities/essentials like electricity, lift facilities, sanitization, drinking water, etc.</p> <p>4. Hostel Manager shall be responsible for general maintenance of the hostel premises, hostel shops and establishments and properties of the Institute.</p> <p>5.The hostel Manager shall discharge all clerical, supportive, administrative, other duties as assigned to him by the Chief Warden and the authorities of the hostel and the institute authorities.</p> <p>6. He should assist the AR (Hostel) in matters of comprehensive inventory management, arranging all sort of preventive, periodical, routine hostel and mess civil, electrical, maintenance works and their correspondence, supervising and streamlining the mess fee collection by the service providers, seat rent collections, accounting, purchases, service contracts management etc.</p> <p>7. All other duties and responsibilities as assigned by the Chief Warden from time to time.</p>
7	Age limit	Not exceeding 50 years for UR & 53 Years for OBC candidates. The crucial date for determining the upper age limit, quantum of experience will be the last date for receipt of applications (i.e, 15 th October, 2022)

Willing and eligible candidates who possess the requisite qualification and experience as mentioned above can submit their application form in the prescribed format, enclosed with the self-attested copies of all the documents in support of their qualification, age, experience, proof of discharge/retirement, PPO copy etc., in a sealed envelope duly mentioned on its top as “application for the post of Hostel Manager on Contract” to reach “the REGISTRAR, National Institute of Technology Warangal, NIT Warangal P.O., Telangana, PIN-506004”, within 15th October, 2022. Incomplete applications, applications without supporting documents, applications received beyond the last date (**15th October, 2022**) will not be considered. NITW will not be responsible for any loss or delay in delivery by the postal dept/courier services.

**REGISTRAR,
NIT Warangal**

Date : September 16, 2022

GENERAL INSTRUCTIONS

I. The post may be filled from among the applicants or those sponsored by the DGSR.

II. RELAXATION IN UPPER AGE LIMIT:

Category wise applicable upper age limit has been mentioned in row number 7 of the Advt, which is as per the general instructions in vogue issued by the Government of India.

NOTE: ONLY SSC/ X-STANDARD / SSLC/ MATRICULATION CERTIFICATE/ BIRTH CERTIFICATE ISSUED BY APPROPRIATE GOVERNMENT AUTHORITY WILL BE ACCEPTED AS THE PROOF OF DATE OF BIRTH.

III. APPLICATION FEE:

Non-refundable Application Fee of Rs. 500/- for UR/OBC candidates shall be paid through Demand Draft (DD) in the favor of "Director, NIT Warangal" Payable at State Bank of India, Branch-REC Warangal. Fee once paid shall not be refunded under any circumstances. The DD should have been obtained on or after 16.9.22.

IV. OTHER CONDITIONS:

1. Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Candidates should ensure that they fill in the correct information in the application form. The candidate would be admitted to the selection process based on the information provided by him/her in the application form submitted for the said post. NITW would be at liberty to terminate the engagement of incumbent selected for engagement, if the candidate is found ineligible for the post or if it comes to its notice that the candidate has furnished false information at any point of time.
 2. The decision of NITW with regard to eligibility of the candidate shall be final. The institute administration reserves the right to set higher standards/decide and set any shortlisting criterion and methods to shortlist suitable candidates for the selection process. The mere fact that candidate has been allowed to appear in the selection process will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.
 3. NITW reserves the right not to fill up any post or even to cancel/restrict/modify/alter the whole process of recruitment without issuing any further notice or assigning any reason thereof.
 4. The eligibility criteria including the age, educational qualifications and period of experience, as prescribed in the advertisement will be determined with reference to the LAST DATE for receipt of filled in applications (15th October 2022).
 5. The candidate belonging to SC/ST/OBC should clearly indicate his/her category in the application even if they apply against UR posts.
 6. Candidates if currently working under the Central/State Government, Public Sector Undertakings, Autonomous Bodies etc., should furnish "NO OBJECTION CERTIFICATE" while appearing the selection process.
 7. Engagement to the post is subject to being found medically fit by the Competent Authority.
 8. **IMPORTANT : ALL CORRESPONDENCE WILL BE MADE BY E.MAIL ONLY.** As such, the candidates are required to quote their correct & current email ID which they are using. The applicants should check their email periodically for any updates, correspondence from NITW.
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9. For any clarification, candidates may contact 0870-2462040 between 09.30 am to 6.00 pm (Monday to Friday) or email to: support_recruit_admin@nitw.ac.in. No interim correspondence will be entertained. Candidates may also note that the documents, records of this contractual selection process will be retained only for a period of 3 months only from the date of issuance of engagement orders and as such, beyond this period, any type of queries will not be entertained or replied to.

V. CERTIFICATES TO BE SUBMITTED/ENCLOSED WITH THE APPLICATION FORMAT :

On the date of Selection, **candidates must bring a copy of duly filled Application Form** along with their Original certificates and one set of photo copy of self-attested of the following, documents:

- Educational qualifications and technical qualifications (supported by appropriate mark sheets) starting from (SSC) / X standard onwards.
- Date of birth/Proof of age.
- OBC certificate should be issued by an authorized authority in the prescribed format with non-creamy layer certificate and the Caste/Community should have been included in the Central lists of Other Backward Caste. The crucial date for determining the OBC non-creamy layer certificate will be the closing date of online application. OBC for the purpose of AGE RELAXATION AND RESERVATION shall mean "persons of OBC categories not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No.36012/22/93-Estt. (SCT) dated 08-09-93 and modified vide Government of India, Department of Personnel & Training OM No.36033/1/2013-Estt. (Res) dated 27-05-2013.
- Disability Certificate from the appropriate authority regarding physical disability (if applicable).
- "No Objection Certificate" in case working under Central/State Government, Public Sector Undertakings/Statutory/Autonomous Bodies, etc. (if applicable).
- Ex-Servicemen Certificate, certificate in proof of discharge/retirement, PPO copy etc.,
- Experience certificates
- Any other certificate in respect of claims made in the application form.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

SELECTIONS IN THIS INSTITUTE ARE MADE PURELY ON MERIT AND CANDIDATES ARE STRONGLY ADVISED NOT TO PAY MONEY TO ANY PERSON ASSURING OF EMPLOYMENT AND NOT TO BRING ANY INDIVIDUAL/POLITICAL INFLUENCE. CANDIDATES ARE ADVISED TO INFORM THE DETAILS OF ANY PERSON APPROACHING THEM IN THIS REGARD TO THIS OFFICE FOR TAKING STERN ACTION.

ANY LEGAL DISPUTE ARISING OUT OF THIS ADVERTISEMENT OR THIS RECRUITMENT IS SUBJECT TO THE JURISDICTION OF WARANGAL/HYDERABAD. IN CASE OF ANY DISPUTE, ENGLISH VERSION OF THE ADVERTISEMENT PLACED ON WEBSITE OF THE INSTITUTE WILL BE TAKEN AS THE REFERENCE FOR ALL PURPOSES.

Sd/-
**REGISTRAR,
NIT Warangal**