



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

JOB DESCRIPTION

About BITS, Pilani	Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry	Higher Education
Post/Job Title	Assistant Hostel Superintendent Gr-II (Female) The post is at supervisory level and calls for execution skills. The incumbent will be assisting Wardens and Chief Warden for the well-being of hostel residents and maintenance and supervise security arrangements of hostels.
Job Type	Regular Full time
Reporting to	Associate Dean SWD, Pilani Campus
Will also work very closely with	Warden and Chief Warden, Pilani campus
No. of position	One
Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none"> Will be required to assist the Warden and Chief Warden in looking after the general well-being of the hostel inmates; assist in taking the hostel resident for medical treatments and informing the parent. Will be required to ensure maintenance and cleanliness of the hostel premises The job requires staying inside the Boys / Girls hostel in a single accommodation He will also supervise the safety and security of the hostel, and report to Chief Warden / Chief Security Officer in any special requirement.
Qualification and Experience	<ul style="list-style-type: none"> The candidate must be a Graduate with a minimum relevant experience of 8 years. The candidate should have fluency in Hindi and English, both oral as well as written. It is preferable that the candidate has a background in defense /allied services. The candidate's experience in Para-medical services will be an added advantage. This is not a conventional 9 to 5 role and will require someone with a very flexible approach to the tasks involved, in order to embrace the full scope of the role. The candidate: <ul style="list-style-type: none"> Should have the required motivation in handling the day-to-day affairs of hostel residents. Handle manpower (hostel workers etc.) efficiently Must be a team player / good communicator. Flexible and willing to work extra hours as and when required.
Remuneration	Suitable candidate will be placed in Level 6 with a minimum pay of Rs. 35,400/- plus DA and other benefits as per Institute Norms.