



# Birla Institute of Technology & Science, Pilani

## Hyderabad Campus

### RECRUITMENT NOTICE

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science (BITS), Pilani</b> 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 headquarters located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
<b>Industry / Service</b>	Higher Education
<b>Post / Job Title</b>	<b>Caretaker (Hostels)</b>
<b>Job Type</b>	Term of appointment is <b><u>for 1-year on third party payroll</u></b> , further renewable based on performance and requirement
<b>Reporting to</b>	Chief Warden
<b>Will also work very closely with</b>	<u>Key Internal:</u> Students, Hostel Superintendents, Wardens, Staff of Student Welfare Division, Estate Management Unit <u>Key External:</u> Students' Parents / Guardians, Housekeeping Staff, Vendors
<b>No. of Positions &amp; Job Location</b>	<b>4 Positions at Hyderabad Campus (Male)</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Taking care of students at all times, in terms of their general needs, health, room conditions, etc.</li><li>• Periodic and regular patrolling of hostels (including during the nights) and connecting with students to understand and resolve their issues or escalate them, as applicable.</li><li>• Taking care of ill students, in consultation with the higher Hostel Authorities and Medical Centre. Accompanying ill students to hospitals, if required.</li><li>• Identifying issues, if any, pertaining to hostel maintenance, upkeep and housekeeping, reporting them and liaising with the concerned stakeholders in addressing them. Looking after maintenance of hostel water coolers, aqua guards and fire-extinguishers.</li><li>• Being vigilant of students' probable disciplinary issues and reporting them to the higher Hostel Authorities.</li><li>• Actively participating in the hostel admission process every year for the new students.</li><li>• Maintaining the hostel entry register.</li><li>• Maintaining the guest rooms in the assigned hostels and preparing them whenever required for conferences, events, etc.</li><li>• Any other responsibility assigned by the Chief Warden / Warden / Hostel Superintendent from time-to-time.</li></ul>



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<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"> <li>• Young &amp; dynamic graduate in any discipline with 1 year of relevant post-qualification experience.</li> <li>• Prior experience in same or similar type of duties like interfacing with students in an educational institute will be an added advantage.</li> </ul> <p><i><u>Note:</u> Qualification &amp; Experience criteria may be relaxed for exceptional candidates.</i></p>
<b>Other Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Should be conversant with MS-Office.</li> <li>• Should be proficient in English &amp; Hindi, verbal &amp; written communication.</li> <li>• Should have the ability to work independently and as one of a team.</li> <li>• Should be punctual, methodical, organized and self-motivated.</li> <li>• Should exhibit a high degree of ownership, commitment and flexibility.</li> <li>• Should be able to put in extra hours as per work demands.</li> </ul>
<b>Compensation</b>	<p>Two – Three Lakhs per annum, commensurate with experience and in line with Institute Norms.</p>

Dean – Administration