



IIT Mandi iHub & HCl Foundation
Technology in Harmony with Human Needs

**ADVERTISEMENT FOR
OFFICE ATTENDANT -
HOSTEL
IIT MANDI IHUB AND HCl FOUNDATION
A Section – 8 Company Location
– IIT Mandi Campus**

About IIT Mandi iHub and HCl Foundation: **About iHub:** IIT Mandi iHub and HCl Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is “**Human-Computer Interaction.**” The vision of the iHub is to be an internationally recognized hub that nurtures HCl research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

Applications are invited for the position of Office Attendant - HOSTEL

No of Positions: 01

Apply Here: <https://xt9iuyv9fqg.typeform.com/to/r9oRsIb1>

The Role

We are seeking a dedicated and responsible Hostel Caretaker to ensure the smooth operation and maintenance of our hostel.

Responsibilities:

- **Student Support:** Welcome and assist students upon arrival, providing them with information about the hostel, resources, and local amenities.
- **Community Building:** Organize and facilitate workshops, study groups, and recreational activities that promote collaboration and skill development among students.
- **Facility Management:** Ensure that all common areas, study rooms, and dormitories are clean, safe, and conducive to learning.
- **Safety and Security:** Monitor the premises, ensuring a safe environment for all students and promptly addressing any issues.
- **Inventory Management:** Maintain an inventory of supplies, including learning materials, cleaning supplies, and basic amenities.
- **Emergency Preparedness:** Be prepared to handle emergencies by following established protocols and ensuring student safety.

Qualification:

Position	Qualification	Years of Experience
Office Attendant - Hostel	Any Graduate	0-1 years

Desirable Experience & Skills:

- Previous experience in a hostel, guesthouse, or similar role.
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Good written and verbal communication skills.
- Availability for various shifts, including evenings and weekends.

Remuneration:

INR 13,500/- to 20,500/- per month based on experience.

Terms/Instructions:

1. Only shortlisted candidates will be contacted/informed through email/phone.
2. IIT Mandi iHub and HCl Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.
5. If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.
6. **The applications will be considered till the post is filled.**

Contact us: IIT Mandi iHub and HCl Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

Email: hr@ihubiitmandi.in

Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions