



Government of India, Department of Space
Indian Institute of Space Science and Technology
[Declared as Deemed to be University under Sec.3 of the UGC Act 1956]
Valiamala PO, Thiruvananthapuram -695 547, Kerala

APPLICATION FOR RESIDENT ASSISTANT HOSTEL MANAGER ON CONTRACT BASIS

Indian Institute of Space Science and Technology (IIST) invites application for the position of Resident Assistant Hostel Manager on contract basis.

Name of Position	Qualification / Skill	Consolidated Remuneration	No. of Positions
Resident Assistant Hostel Manager	1. Graduation in any discipline with minimum two years experience preferably in Academic Hostel management and maintenance of infrastructure and relevant experience in day-to-day functioning of the Hostel. 2. Good Communication skill in English and Hindi and knowledge in the use of computer essential.	Rs. 20,000/- per month	Male - One Female - Two

Age Limit as on 31.08.2018 : 50 years (Age relaxation applicable as per Government of India orders).

The application in the prescribed format along with self attested copies of qualification, experience etc., may be sent by post to: **Senior Administrative Officer, Recruitment & Review Section, Indian Institute of Space Science and Technology, Valiamala PO, Nedumangad, Thiruvananthapuram – 695 547**, Kerala with the superscription on the cover as “**Application for the post of Resident Assistant Hostel Manager**”.

LAST DATE FOR RECEIPT OF APPLICATION: 31.08.2018

General Conditions/ Instructions:

- 1) Candidates should possess the required qualification as on the last date of receipt of application. Only Indian Nationals are eligible to apply.
- 2) Tenure is initially for a period of One year which is extendable based on satisfactory performance, mutual agreement and need basis, purely on contract.
- 3) The Institute reserves the right to terminate the appointment at any time before completion of the tenure if it so decides.
- 4) A 'No Objection Certificate' from the employer concerned is required in respect of those applicants who are employed under Central/State Government/Public Sector Undertakings/ Autonomous Bodies.

- 5) Only short listed candidates will be called for interview, based on merit.
- 6) Shortlisted candidates belonging to SC/ST/OBC/PWD should produce copies of the relevant certificates issued by the Competent Authority to that effect.
- 7) Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
- 8) Candidates who are selected for the positions have to join IIST by the specified date.
- 9) Resident Assistant Hostel Manager should reside in the IIST campus hostel.
- 10) Applications received after the last date will not be considered under any circumstances.
- 11) Candidates are advised to refer the IIST website <https://www.iist.ac.in/career/2> for any updates.
- 12) No interim correspondence will be entertained.
- 13) Canvassing in any form will be a disqualification.

Advt. No. IIST/Admn/RMT/11(b)/2018 dated 09.08.2018