



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Advertisement No.: R/ 02 /2014 Dated February 27, 2014**

IIT Kharagpur invites applications from the Indian nationals for filling up the following post:

**Post: Guest House Supervisor: 1 Post on Contract basis, initially for a period of three years thereafter further yearly renewal or regularization based on the performance.**

Pay Band ₹ 5200-20200/-(PB-1) plus Grade Pay ₹ 2800/- and other allowances as admissible.

**Qualification & Experience:** Passed Higher Secondary (10+2) or equivalent examination with Diploma in Catering / Hotel Management & Tourism services from a recognized Institute with 1 year of relevant experience.

**Desirable:** Knowledge/experiences in computer office applications / accounting software.

**General Information**

1. Reservation for ST / SC / OBC / PD / Ex-Serviceman as per Government of India Rules.
2. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
3. The upper age limit is 35 years. Age relaxation for SC / ST / OBC / PH / Ex-Serviceman is applicable as per Government of India norms.
4. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
5. Degree / Diploma as referred above should have been awarded by a recognized University / Institute.
6. Mere eligibility will not vest any right on any candidate for being called for written test / interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
7. The Institute reserves the right to restrict the number of candidates for written test / interview to a reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
8. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / University / Research Institution.
9. Candidates should submit their SC/ST/OBCs/Physical Disability Certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim.
10. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
11. The Institute serves the right to conduct the written / screening test, if the number of applicant is large for the post.
12. To-and-fro rail fare by the shortest route being limited to second sleeper class will be paid to all the candidates called for interview.
13. Incomplete applications or applications without attested copies of certificates or applications received after the last date are liable to be rejected.
14. Prescribed application form may be downloaded from the Institute website: [www.iitkgp.ac.in/topfiles/non\\_teaching\\_top.php](http://www.iitkgp.ac.in/topfiles/non_teaching_top.php). The same may also be obtained from the Office of the Assistant Registrar, E-III, Indian Institute of Technology Kharagpur – 721302 (Tel: 03222-282128 / 282135).
15. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kolkata.
16. Complete application in all aspects should be sent to the **Assistant Registrar, E-III, Indian Institute of Technology Kharagpur – 721 302 latest by March 31, 2014**. Institute will not be responsible for any postal delay.
17. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

कुलसचिव / Registrar