

IITH/88/Admin/PA - I/GH/05/2019

WALK- IN INTERVIEW FOR THE POST OF PROJECT ASSISTANT - I for Guest House ON ADHOC BASIS

The IIT Hyderabad will conduct a Walk-in- Interview (preceded by a written test) at IIT Hyderabad, Kandi Campus, Candidates fulfilling the eligibility criteria and experience may **WALK-IN** directly with the duly filled application in the prescribed format/biodata along with proof of age, qualifications and experience.

Name of Post: Project Assistant – I.

Nature and tenure of Post: The appointment will be purely on adhoc basis for a period of eleven months and may be extended based on performance and requirement of works. The appointment may be terminated at any time during the contract period by the Director, IITH by giving one month notice.

No. of Post: 01 (One).

Essential Qualification:

- **Bachelor's Degree** in Catering Technology/Catering Science/Hospitality Administration/Hospitality Management from an Accredited recognized University with good academic record with at least 55% marks (or an equivalent in a point scale wherever grading system is followed).
- Fluency in English, both speaking and writing.
- Certificate Course/Knowledge of MS Office.

Desirable Experience:

Minimum two years experience in supervising Mess/Canteen/Restaurant/Hotel operations and handling tasks such as monitoring and maintaining hygiene, cleanliness in and around the mess and Kitchen, dining areas, water coolers, wash rooms, checking the stalls, mustering of kitchen equipment timely, mess related paper works, housekeeping, wet garbage disposal etc.

Age: Preferably not exceeding 35 years

Emoluments Range (INR): Rs. 18000-49000 per month.

Selection procedure and date/place of written test & Interview: The candidates will be selected based on their performance in the Written Test & Interview. Written Test & interview for the candidates will be conducted on **8th July 2019, 10:00AM (Candidates will not be allowed into the campus after 10:00 A.M)** at A-LH-I, Academic Block A, IIT Hyderabad, Kandi, Sangareddy, Telangana- 502285.

General Instructions:

1. Candidates willing to apply for the advertised posts are requested to apply in the Application Format provided with this advertisement.
2. Candidates are advised to fill in the application form completely and carefully. No appeal will be considered to correct the information given in application form after submission.
3. Candidates should submit self-attested photocopy of certificates and documents mentioned in the application form. Applications without enclosing copies of appropriate certificates / documents shall be rejected.
4. Filled in Application completed in all respects along with supporting documents shall be submitted in person at the time of written test.
5. The eligibility of the Candidate in terms of qualification/experience, etc. shall be considered as on the last date of written test i.e., **8th July 2019 10:00AM (Candidates will not be allowed into the campus after 10:00 A.M)**.
6. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and the decision of the competent authority of IIT Hyderabad, in this regard shall be final.
7. No TA / DA will be paid for attending the Written Test & interview.
8. Candidates are advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Bank Pass Book with Photo, Passport and Aadhar Card). Candidates are further advised to bring all the original Educational & Experience documents for verification with one set of self-attested copies.
9. Candidates not eligible for the posts mentioned shall be disqualified.
10. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for written test and Interview. Mere fulfillment of qualification does not entitle a candidate to be called for written test, and interview.

Dated: 19th June 2019


**Deputy Registrar
Administration**

Bio-Data

Advertisement for the Post of Project Assistant I Indian Institute of Technology Hyderabad

1. Name: (Underline first name)	
2. Date of Birth: (DD/MM/YYYY)	
3. Gender:	
4. Category	UR / OBC / SC / ST
5. Marital Status:	
6. Email:	
7. Mobile No.	
8. Address for Communication:	

9. Academic Qualifications (in ascending order starting from Matriculation/ SSC)

Degrees/ Diplomas	Subject	Board/University	Year	Regular/Corr espondence	% or CGPA

10. Computer skills

Course	Institute	Year of completion	%/Grade

11. Work Experience

Organization	From	To	Brief Job Description

12. Present employment status

13. Languages known:

	Read	Write	Speak
English			
Hindi			
Telugu			

14. In the space below, mention your reasons for application to this post.

I declare that the information furnished above is true to the best of my knowledge and belief.

Name:
Date:
Place:

Signature