



भारतीय प्रौद्योगिकी संस्थान भिलाई Indian Institute of Technology Bhilai

Email: recruitment_nta@iitbhilai.ac.in Website: www.iitbhilai.ac.in

चयन अनुभाग/ Recruitment Section

No. IITBhilai/Staff Rec./2025/04

Date-19.05.2025

Advertisement for the post of “GUEST HOUSE ASSISTANT MANAGER” on a contract basis

1. Indian Institute of Technology Bhilai was established in Chhattisgarh by the Ministry of Education in 2016. It is an Institute of National Importance and one of the third-generation IITs established by the Ministry of Education, Govt. of India. The Institute invites applications from eligible Indian Nationals for the position of “**Guest House Assistant Manager**” for engagement on a contract basis in IIT Bhilai. The appointment shall be on a purely temporary basis for **One (01) year**, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirements of the Institute. The details of the post are as follows: -

Sl No.	Name of the Post	Consolidated remuneration per month	Upper age* limit	Total Vacancies
01.	Guest House Assistant Manager	Rs. 50,000/-	50 years	01

(* Relaxation in the upper age limit is as per GoI rules)

2. Timeline for submission of application: -

The last date for submission of the CV/Resume	05.06.2025 (05:00 PM, IST) (Through Email only)
Mode of selection	Written Test/Personal Interaction
Tentative Date of Written Test/Personal Interaction	The date will be communicated to the shortlisted candidates through email.

3.

Guest House Assistant Manager	<u>Essential Qualifications: -</u> Any graduate from a recognized institute. <u>Desirable qualifications: -</u> (a) Excellent written and oral communication skills. Knowledge of noting and drafting, and the ability to handle official correspondence. (b) Proficiency in the use of a variety of computer office applications like M.S Word, Excel, PowerPoint or equivalent is a must.
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4. General Instructions: -

- All qualifications should have been acquired from universities/institutes/boards/councils, etc., and recognized by appropriate statutory authorities. The minimum qualification, experience, and upper-age requirements may be relaxed for candidates with outstanding credentials and experience.
- Candidates with work experience in the private sector who produce the experience certificate should submit the experience certificate on the company's letterhead. The company's letterhead should have the company registration number and contact details of the signatory for confirmation.
- The applicant's candidature shall be subject to verification of original testimonials during the interview. If the candidate fails to submit the required supporting documents mentioned in the CV, his /her candidature may not be considered for the interview.
- The appointment will be for **One (01) year** (on a short-term contract basis). The same may be extended, depending on the vacancy. Remuneration will be increased based on performance appraisal.
- The selected candidate will be entitled to only OPD medical facilities at the Institute Health Centre for self only.
- He/ she will also be entitled to leave as per the Institute's rules for contractual staff.
- The appointment is not regular employment and does not entitle any claim, privileges, or benefits of regular employment.
- Only shortlisted candidates will be called for the selection process.
- Information about the shortlisted candidates and dates of the interview will be provided through the email mentioned in the application form.
- The Institute reserves the right not to fill in the advertised post.
- IIT Bhilai's decision in selection matters will be final and binding.
- If the information furnished by the candidate in any part is found to be false or incomplete or does not conform to the eligibility criteria mentioned in the advertisement, the candidature/engagement will be considered revoked/terminated.
- Any sort of canvassing or influencing the official related to the recruitment/selection process would result in immediate disqualification of the candidate.
- No **TA/DA** will be provided for the candidates to attend the interview.
- Candidates who fulfill the above eligibility criteria and are willing to apply for the post are requested to send a CV/resume to the email id recruitment_nta@iitbhilai.ac.in on or before **5.00 PM (IST) on 05.06.2025**. The CV/resume should mention the age, qualifications, and experience details, along with a self-attested set of scanned certificates.



Indian Institute of Technology Bhilai
Durg, Chhattisgarh- 491002

Registrar

विंग कमाण्डर डे. जयेश चन्द्रा. पाई (सेवानिवृत्त)
Wing Cdr. Dr. Jayesh Chandra S. Pai (Retd.)
कुलसचिव/Registrar
भारतीय प्रौद्योगिकी संस्थान भिलाई
Indian Institute of Technology Bhilai