



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 (Female) on contract basis for its Valiamala campus, Nedumangad, Thiruvananthapuram – 695 547.

Name of Position	Qualification / Skill	No. of Positions
Resident Assistant Hostel Manager (Female)	<p>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 Students' Hostel.</p> <p>2. Good Communication skill in English and Hindi and knowledge in the use of computer essential.</p> <p><u>Upper age limit</u> 55 years as on 28.06.2022</p> <p><u>Remuneration</u> Rs. 20,000/- per month consolidated</p>	Two

**General Conditions/ Instructions:**

- 1) Only Indian Nationals need to apply.
- 2) Candidates are advised to download the application form from our website [www.iist.ac.in](http://www.iist.ac.in), duly fill-up and submit along with self attested true copies of documents of educational qualification, DOB, experience etc., to Deputy Registrar (Grade-I), Administration, Recruitment & Review Section, Indian Institute of Space Science and Technology (IIST), Thiruvananthapuram-695547 on or before June 28, 2022 by post in a cover superscribed "Application for Resident Assistant Hostel Manager on contract".
- 3) Applications without requisite documents will not be considered under any circumstances.
- 4) Tenure is initially for a period of One year which is extendable based on satisfactory performance, mutual agreement and need basis, purely on contract.

Contd...2/-

- 5) Application received after the last date will not be considered under any circumstances.
- 6) 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.
- 7) Only short listed candidates will be called for interview. Candidates possessing advertised qualification, skill, experience etc., alone will be allowed to attend the interview.
- 8) Resident Assistant Hostel Manager should reside in the IIST campus hostel.
- 9) The Institute reserves the right to terminate the appointment at any time before completion of the tenure if it so decides.
- 10) The Institute reserves the right not to fill up the position, if it so decides.
- 11) No interim correspondence will be entertained.
- 12) Canvassing in any form will be a disqualification.
- 13) Government strives to have a work force which reflects gender balance and women Candidates are encouraged to apply.