

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

WALK-IN-INTERVIEW
ASSISTANT MANAGER FOR CANTEEN AND RESIDENT ASSISTANT HOSTEL MANAGER
ON CONTRACT BASIS

Indian Institute of Space Science and Technology (IIST) conducts **Walk-in-Interview** for the following contract positions:

Name of Position	Educational Qualification / Skill	No. of positions
<p style="text-align: center;">ASSISTANT MANAGER ON CONTRACT (CANTEEN)</p>	<p>I. Essential Qualification and Experience:</p> <p>1. Graduation in any discipline.</p> <p>2. Minimum 15 years' experience in Government/ reputed organization in cooking as well as supervision of food production, catering up to minimum quantity of 500 pax.</p> <p>II Desired Skill:</p> <p>Should have thorough knowledge in Bulk Food production (PAN India), Good Communication Skill in Hindi & English. Knowledge in Food Safety norms and regulations, Food Cost Analysis and Control, Managing human resources including preparation of duty chart.</p> <p>Upper Age Limit: 65 Years as on 30.05.2023</p> <p>Remuneration: Rs. 30,000/- per month consolidated.</p>	<p style="text-align: center;">ONE</p>
<p style="text-align: center;">RESIDENT ASSISTANT HOSTEL MANAGER ON CONTRACT (MALE)</p>	<p>I Essential Qualification, Experience and Skill:</p> <p>1. Graduation in any discipline.</p> <p>2. Minimum One year experience in hostel management or guest house management</p> <p>3. Good Communication skill in English and Hindi,</p> <p>4. Good working knowledge in computer.</p> <p>II. Ex-service persons who have served at the level of Junior Commissioned Officer (JCO)/ Persons from Academic field are preferred.</p> <p>Upper age limit: 60 years as on 30.05.2023</p> <p>Remuneration: Rs. 30,000/- per month consolidated.</p> <p><u>Note:- Resident Assistant Hostel Manager should reside in the IIST campus hostel.</u></p>	<p style="text-align: center;">ONE</p>
<p>Venue for Personal Discussion/ Walk-in interview</p>	<p style="text-align: center;">ISRO Guest House, Marappalam, Pattom PO, Thiruvananthapuram.</p>	
<p>Reporting Date and Time</p>	<p style="text-align: center;">30.05.2023 (Tuesday) at 0930hrs.</p>	

Interested candidates are advised to download the application form from IIST website <https://www.iist.ac.in/career/2>, duly fill-up and submit the same through e-mail: recruitment@iist.ac.in on or before 27.05.2023 as advance copy along with copy of the degree certificate and experience mentioned above. Candidates possessing advertised qualification, experience, skill etc. alone will be allowed to attend the personal discussion/Walk-in-Interview.

General Conditions/Instructions:

1. Only Indian Nationals need to apply.
2. Candidate should possess the required qualification, experience as on the date of Walk-in interview.
3. The tenure of the contract is for a period of One year. Extendable on performance and need basis.
4. Candidates should appear for walk-in-interview in person with duly filled in Biodata form (download the prescribed format from IIST website), original certificates proving educational qualification, age, caste, experience etc., along with any other relevant information.
5. Candidates should enclose self-attested true copies of the relevant certificate/ testimonials along with the application and submit the same on the date of Walk-in interview. Applications without requisite documents 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. Candidates wish to attend walk-in-interview are advised to make their own arrangements for their travel and stay at Thiruvananthapuram at their cost.
8. Candidates who are selected for the position have to join IIST by the specified date.
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 positions, if it so decides.
11. No interim correspondence will be entertained.
12. Canvassing in any form will be a disqualification.

Advt.No.IIST/Admn/RMT/02/2023 Dated 24.05.2023