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Adv. No. 18/2023

POSITIONS VACANT

Dated : 14/11/2023

ONLINE APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS

1. Facility Manager/Campus Manager :

Essential Qualification : Bachelor degree in Facility Management / Civil Engineering.

Job Responsibilities :

- Oversees building and grounds maintenance like painting, partitioning, tiling, plumbing and electrical work etc.
- Ensures security and emergency preparedness procedures are implemented properly.
- Ensures that the facility is clean and maintained according to company policy and procedures.
- Conducts and documents regular facilities inspections.
- Checks completed work by vendors and contractors.
- Recommends maintenance, mechanical, electrical, and facility design modifications.
- Communicates workplace safety precautions to employees.
- Should have good communication skills.

Skills Required : Must have a courteous, professional demeanor and work well with variety of individuals. Requires a working knowledge of computer software's like Microsoft Word, Excel, and PowerPoint.

Experience Required : One year in relevant field

2. Store Keeper :

Essential Qualification : Bachelor degree in any stream.

Job Responsibilities :

- Inventory management.
- Maintain Physical Stock & Computer Stock.
- Knowledge of storing & preserving of all categories of materials in their specific manner to avoid Burnt, wastage, damages.

Skills Required : Requires a working knowledge of computer software's like Microsoft Word, Excel, and PowerPoint. Candidate should have hands on experience of inventory management and record keeping.

Experience Required : One year in relevant field

3. Assistant Warden

Essential Qualification : Bachelor degree in any stream.

Job Responsibilities :

- To handle day to day hostel administration.
- To take care of the hostel related issues.
- To monitor the maintenance of the hostel.
- To ensure safety and security of the students in the hostel.

Skills Required : Requires a working knowledge of computer software's like Microsoft Word, Excel, and PowerPoint.

Experience Required : One year in relevant field.

Emoluments : As per University Norms

Interested candidates may apply online through the University website link www.iul.ac.in/career.aspx latest by **25.11.2023**

Registrar

Note:- 1. Incomplete details will lead to the rejection of the form.

2. The required qualification and number of vacant positions can be relaxed / changed by the Selection Committee.

3. Only short listed candidates will be informed for appearing in the interview.

RANKED AMONGST

THE TOP TWO PRIVATE UNIVERSITIES
of Uttar Pradesh in
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Source : Scimgo Institutions Ranking 2019



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