



**ADVERTISEMENT FOR HOSTEL WARDEN-CUM-SUPERVISOR**  
**(ON CONTRACT BASIS)**

National Insurance Academy (NIA) Pune, an apex educational, training and research institute in the field of Insurance, Pension and Management, established in the year 1980 as a society and trust under the Public Sector Insurance Companies and the Ministry of Finance, Government of India offers AICTE approved a two-year Post Graduate Diploma in Management (PGDM) along with advanced Management Development Programmes to national and foreign organizations from Insurance and related fields.

**Position: Hostel Warden-cum-Supervisor** purely on contractual basis for a period of two years.

**I. Required Skills:**

- Graduate from a reputed institute.
- Applicants with minimum 2 years experience of hospitality in corporate set up / educational institute. **Retired Defence Service Officers with working experience in hospitality will be given preference.**

II. **Age limit:** Not more than 45 years as of 1<sup>st</sup> June 2017.

**III. Terms and conditions of appointment:**

- **Salary and other facilities:** Consolidated salary Between Rs.50,000/- p.m. to Rs.80,000/- p.m. based on qualifications and experience.
- **Other Benefits:** 15 days leave or encashment in a year subject to prior permission from the Director.
- **Warden accommodation:** Unfurnished residential accommodation for the Warden and family will be provided at students' hostel at NIA campus on rent-free basis for the period of his/her Wardenship.
- **Tenure:** The tenure will be for a period of two years subject to satisfactory performance. NIA reserves the right to terminate the contract without assigning any reason whatsoever.

**IV. Roles & Responsibilities:**

- **Hostel Warden:** The Warden of Hostel, apart from his / her normal duties as Warden, shall perform such duties as are assigned to him by the Director or person/s authorized by the Director from time to time.

- **Facilities Management:** Upkeep, general maintenance and ensure cleanliness & hygiene of the entire hostel infrastructure, guest rooms and mess / cafeteria. Establish procedures, work schedule and checklist for effective operation. Coordinate with other departments for smooth functioning of the facilities including electrical and electronic equipment, fire-fighting equipment, etc.
- **Vendor management:** Ensure service standards from vendors /outsourced service providers and cost effectiveness.
- **Event Management:** Responsible for arrangements of meetings, conferences and other functions of the institute.
- **Cafeteria/Mess Management:** Framing and reviewing the logistics relating cafeteria/ mess usage, serving, timings, etc. Check food quality and ensure menu to have wider choice for guests.
- **Security:** Ensure highest security level at all times. Check discipline of guards and ensure that they follow proper procedures including updating of registers, preparing gate pass, proper handing taking over during change of guard, reporting in case of any suspicious activity/ emergency, etc. Ensure proper system in place for any emergency situation.
- **Logistics:** Advance planning of any material requirement, purchase through proper procedure and issue of the material to the concerned department should be done in coordination with the Chief Administrator. Verify expenses and submission of bills for onward approval.
- **Customer Relationship Management:** Coordinate with students and other guests of the institute and resolve their complaints / grievance in minimum time to reach maximum customer satisfaction.

#### **Selection Process:**

- The selection will be strictly on the basis of merit and suitability to the post.
- A Search-cum-Selection Committee shall scrutinize all applications received and only shortlisted candidates shall be called for personal interaction.
- The selected candidate will be required to join immediately.

#### **Application Process:**

The application with complete Curriculum Vitae to be furnished in the format given in **Annexure-I** along with copies of scanned documents, wherever necessary.

Application and C.V. addressed to The Director, National Insurance Academy may be submitted electronically at [application.warden@niapune.org.in](mailto:application.warden@niapune.org.in) / or by post addressed to: “Mrs. Anita Date, Office of Director-NIA, National Insurance Academy, Balewadi, Baner Road, Pune – 411045”, on or before **28<sup>th</sup> September 2017**. The email subject head or subject on the envelope will clearly indicate “*For the position of Hostel Warden-cum-Supervisor NIA*”.