



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India
www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

Advertisement no: Recruitment/CU/2019/06 Dated 31.08.2019 /8912(A)

Name of the Post – Care Taker (Seminar, Conference Halls, Etc) Contractual

Number of Post - 01

Interested and qualified applicants have to submit filled in application form along with all required testimonials and submit the same to the Office of the System Administrator, Library Building Second floor Cotton University. Last date of Application – 10-Sept-2019

Minimum Qualifications:

Minimum 12th Pass.

Age – Below 35 years as on date of Application.

Knowledge about ICT and System maintenance.

Preference will be giving for person with ITI and prior work experience

Salary: Rs. 10,000/- per month.

Period of appointment: Initially for one year which may be extended.

General terms and conditions:

The incumbents will have no rights for claiming appointment either regularly or on contractual basis after the expiry of the contractual period.

The incumbents will not have any claims towards PF, gratuity and other benefits payable to regular employees of the University.

The incumbents shall abide by the rules and regulations of the University.

The incumbents must be present at the department during the entire office hours.

University reserves the right not to appoint any person if suitable persons are not found.

Application fee Rs. 100/-.

Application form and Challan for payment of fees is available in the website www.cottonuniversity.ac.in

The main responsibility of the caretaker will be to provide support occasional events or programmers in the Halls as and when required

Responsibilities

Servicing

- To maintain and unkeep the facilities of the halls on a regular basis to a high standard.
- To ensure that the building remains tidy and that all the furniture and equipment in appropriately stored.
- To monitor stock of consumable and to order as required to ensure replacement in time.

Supervision of Premises

- To monitor the activities in the Hall to ensure that users comply with the Hall's condition of statutory requirements.
- To open and close the hall at times appropriate to the booking schedule and to secure the premises when the hall is not in use.
- To retain custody of the keys

At the Conclusion of the event

- Inspect facilities to ascertain all is generally in a acceptable order – any damage to be brought to the attention of the user.
- Ensure that all is tidy for the next booking particularly after late Saturday booking
- Switching of all appliances (as required)
- Turn of all lights
- Lock the hall.

The care taker may have to work on a holiday however for that he/she will be entitled for compensatory off.


Registrar
Cotton University
Panbazar, Guwahati-781001 Assam