

HALL MANAGEMENT CENTRE  
IIT KHARAGPUR

No. IIT/HMC/CIR/PT-E/2018  
Dt. 01.02.2018

Applications are invited from the **permanent employees of the Institute** on a few vacancy for the post of "**Part time Account-cum-Clerk**" in various Halls of Residence.

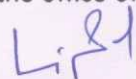
**1. Duties and Responsibilities for Part time Account-cum-Clerk :**

those who will be posted in the Halls, have to perform the clerical jobs in the hall offices and also to perform various accounting/auditing works and other related works as may be assigned to them by the Warden/Assistant Wardens of the respective Halls of Residence.

**2. Remuneration, terms and conditions :**

- (a) remuneration of Rs. 4500/- per month for three hours in daily, is (during 5.45 p.m. to 8.45 p.m. except Saturday/Sunday/holidays.
- (b) person superannuating on or before **31.12.2018** may not apply.
- (c) administrative/technical employees whose GP of Rs. 2000/- and above may apply
- (d) **No extra pay for any part of budgeting/daily accounting/final accounting/guest room booking et. would be made.**
- (e) Those who would be selected offer would be given upto 31.12.2018, performance study would be maintained on every six months.
- (f) Those who have already **engaged in part-time job** at any place in the Institute may not apply.

Application is to be made through online at HMC website : <http://www.hmc@iitkgp.ac.in> and hard copy of the same duly forwarded by the Head of the Department/Centre/Section, is to be submitted in the office of the Hall Management Centre latest by **16<sup>th</sup> February, 2018** ( Friday). They are also required to appear the personal interview to be held on **19<sup>th</sup> February, 2018 (Monday) at 6.00 P.M.** in the office of the Hall Management Centre.

  
Chairman

To

1. All Deans
2. All Heads of the Deptt/Centre/Section
3. All Wardens/Assistant Wardens
4. Secretary to Director
5. Secretary, Deputy Director's office
6. Secretary, Registrar's Office

**CONFIDENTIAL**

HALL MANAGEMENT CENTRE  
IIT KHARAGPUR