



Institute of Rural Management Anand

The Institute of Rural Management Anand (IRMA) is a premier, national-level Institute for Postgraduate, Fellow Programme, and Mid-career/in-service education, research, and consulting in rural management and allied fields. Founded in 1979, IRMA's mission is to promote all-around sustainable rural development through professional management.

IRMA Requires

Warden (Ladies Hostel)

Job Description:

- To ensure the safety and security of all the hostel residents.
- To ensure discipline in and around the Hostels at all times
- To ensure compliance to no ragging policy of the institute.
- To ensure housekeeping and cleaning of the hostel premises
- To oversee the institute's properties inside the hostels and ensure no damage to the hostel furniture and fittings and timely repair and maintenance of the hostel block
- Responsible for addressing medical/social and personal emergencies of all students.
- Be a point of contact with the program offices for information on student occupancy in the hostels, etc.
- Liaise with the programme offices for procuring and supplying critical information relating to vacating hostels, reporting on time, etc.
- Liaise with the administration and other support/services departments for proper maintenance and functioning of hostel blocks.
- To prepare and file reports and incidents requiring institutional attention for purpose of better functioning of the academic programmes.
- To ensure adherence to the institutional rules and hostel policy by all the hostel residents.

Qualification and Experience:

The incumbent should be a Graduate in any discipline and possess a good command of English and Hindi languages. Should have a minimum of five years of experience as Warden or in a similar position in an Educational Institute of high repute running residential program(s). Essential requirements will include administrative capability, the skill of handling students pursuing courses at post-graduate and higher levels and ensuring complete compliance with the rules of the Institute and the State.

Age:

The candidate should preferably be in the age bracket of 30 - 40 years.

Remuneration and Tenure:

The appointment will be made purely on a three-year contract with a consolidated remuneration between Rs.30,000/- to Rs.35,000/- per month.

The Director, IRMA reserves the right to make relaxations in the prescribed qualifications/ experience if found suitable. Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview. Only short-listed candidates will be called for the interview. No correspondence/interim enquiries/telephonic enquiry in the matter will be entertained.

Interested candidates may please apply online by June 30, 2022, i.e., 23:59 p.m. at <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a Statement of Interest and a detailed Curriculum Vitae.