

**HALL MANAGEMENT CENTRE
IIT KHARAGPUR**

No. IIT/HMC/CIR/PT-E/2017
Dt. 19.05.2017

Applications are invited from the **permanent employees of the Institute** for the post of "IT Assistant "in Hall Management Centre ,IIT Kharagpur.

No. of Post : 2 (Two)

1. Duties and Responsibilities for IT Assistant :

- a) Creation of complete database of all HMC employees and their various types of applications such as LTC, Medical, Children Education Allowance etc. :
- b) Online accounting of all Hall Accounts :
- c) Centralised guest rooms booking of all Halls:
- d) Regular HMC Website maintenance and news update:
- e) Any other related matters as may be assigned to them by Chairman, HMC

2. Remuneration, terms and conditions :

- a) Remuneration of **Rs. 6000/- per month for three working hours daily (during 5.30 p.m. to 8.30 p.m.)** except Saturday/Sunday/holidays.
- b) Person superannuating **before 30.06.2019** may not apply.
- c) Administrative/technical employees whose GP of Rs. 2000/- and above are eligible to apply
- d) Those who would be selected ,offer would be given for **1 (one) year** which may be renewed for one more year based on satisfactory performance.
- e) The applicant should not be engaged in any part-time work for whole year at any place
- f) The Chairman may terminate the part-time appointment at any point if the performance is unsatisfactory as per his own understanding

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 **12th June, 2017**. They are also required to appear the personal interview **to be held on 22nd June, 2017 at 6.00 p.m. in the office of the Hall Management Centre.**


19/5/17
Assistant Registrar, HMC