

Position	Responsibilities	Criteria/Qualification/Documents required
Helper	<p><b>Cleaning and Housekeeping</b></p> <ul style="list-style-type: none"> <li>✓ Maintain cleanliness of hostel rooms, bathrooms, corridors, and common areas.</li> <li>✓ Sweep, mop, and dust regularly to ensure a hygienic environment.</li> <li>✓ Dispose of garbage and waste daily and keep bins clean.</li> </ul> <p><b>Assisting Hostel Residents</b></p> <ul style="list-style-type: none"> <li>✓ Assist residents with basic tasks like moving luggage, changing bed linens, or setting up their rooms.</li> <li>✓ Provide support to residents in case of minor issues, such as power or water supply problems.</li> </ul> <p><b>Food and Dining Support</b></p> <ul style="list-style-type: none"> <li>✓ Help in the hostel dining area, such as serving meals or cleaning utensils and tables.</li> <li>✓ Ensure the dining hall remains clean and organized before and after meals.</li> </ul> <p><b>Maintenance Assistance</b></p> <ul style="list-style-type: none"> <li>✓ Report any damages, leaks, or malfunctions in the hostel to the warden or maintenance team.</li> <li>✓ Assist with minor repairs, like changing light bulbs or fixing simple issues.</li> </ul> <p><b>Monitoring Supplies</b></p>	<ul style="list-style-type: none"> <li>• Application with CV/Resume</li> <li>• CID Copy</li> <li>• Medical Fitness Certificate</li> <li>• Security Clearance</li> <li>• NOC if employed</li> <li>• Education: Preferred Minimum class 10</li> <li>• Experience: Experience in relevant field</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Assist in maintaining an inventory of cleaning materials and hostel supplies.</li> <li>✓ Refill items like soap, toilet paper, and other essentials in bathrooms and common areas.</li> </ul> <p><b>Supporting Hostel Warden</b></p> <ul style="list-style-type: none"> <li>✓ Follow instructions given by the warden regarding hostel upkeep and resident support.</li> <li>✓ Help maintain order and ensure smooth hostel operations under supervision.</li> </ul> <p><b>Assisting Visitors and Residents</b></p> <ul style="list-style-type: none"> <li>✓ Guide visitors to the appropriate area and ensure visitor protocols are followed.</li> <li>✓ Provide support to new residents for settling into the hostel.</li> </ul> <p><b>Emergency Assistance</b></p> <ul style="list-style-type: none"> <li>✓ Assist in emergencies such as cleaning up after accidents, spills, or helping during medical situations.</li> <li>✓ Provide first-level support until professional help arrives.</li> </ul> <p><b>Miscellaneous Tasks</b></p> <ul style="list-style-type: none"> <li>✓ Run errands such as fetching supplies or delivering messages within the hostel.</li> <li>✓ Assist with organizing hostel events or recreational activities as needed.</li> </ul>	
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