

Advertisement Reference No: GNLU/AD/FP-02/2020
(Walk in Interview)

Position	Housekeeping Supervisor	Date	Wednesday, 08 January, 2020
Remuneration	INR 20,000 (Fixed)	Walk in Interview	Saturday, 18 January, 2020
Division	Administration	Requirements: Educational Qualification, Knowledge, Skills and Experience	

Roles and Responsibilities Under the direct supervision of the Registrar and overall guidance of the Director, candidate shall perform the following roles and responsibilities:

- (i) Establishes standards and procedures for work of housekeeping staff;
- (ii) Oversee staff on a daily basis;
- (iii) Schedule shifts and arrange for replacements in cases of absence;
- (iv) Establish and educate House Keeping Staff on cleanliness, tidiness and hygiene standards;
- (v) Strictly maintain the safety standards and full fill all the compliances as per the Government norms.
- (vi) Motivate team members and resolve any issues that occur on the job;
- (vii) Respond to complaints and special requests received from the Students & Staff of the University and take corrective actions on immediate basis;
- (viii) Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves etc.;
- (ix) Maintain a daily attendance record, cleaning material usage report, equipment maintenance report and any other record required by the university officials;
- (x) Performs cleaning duties in cases of emergency or staff shortage.
- (xi) Perform any other duties as required to achieve the aims and objectives of the University.

Essential Criteria:

- (i) HSC/12th Standard pass from recognized board
- (ii) Minimum five years experience in relevant field preferably in educational Institution / University/ Government organization.

Highly desirable:

- (i) Experience in national/international level Institute/University
- (ii) Basic Computer Knowledge
- (iii) Basic knowledge of English language

Important Notes:

- This appointment is for 364 days and contractual in nature.
- The University retains the discretion not to make any appointment, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix the revised qualification and requirements.
- The University retains the discretion/right to relax the norms specified in the advertisement for deserving candidates considering their experience and competency.
- Reporting time for walk in Interview: 1000 hrs. (No candidate shall be considered for walk in interview after 1015 Hrs.)
- Candidates are required to bring three copies of their resume with photograph affixed on all copies, original and one set of photocopy of their Academic Certificates, Experience Certificate and other documents.

Registrar (I/c)

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