



**ADVERTISEMENT
FOR
OFFICE ASSISTANT - SECURITY
IIT MANDI IHUB AND HCI FOUNDATION
A Section – 8 Company Location
– IIT Mandi Campus**

About IIT Mandi iHub and HCI Foundation: **About iHub:** IIT Mandi iHub and HCI Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is “**Human-Computer Interaction.**” The vision of the iHub is to be an internationally recognized hub that nurtures HCI research, enables technology translation for industry, and scales skill development. The four areas of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in.

Applications are invited for the position of Office Assistant– Security

Apply Here: <https://xt9iuyp9fqg.typeform.com/to/cXwDF9ya>

The Role

We are seeking a dedicated and responsible security guard to ensure safety, manage hostel operations, handle reception tasks, maintain logs, and address emergencies and conflicts.

Responsibilities:

- Monitor premises, conduct regular patrols, and ensure the safety of residents and property.
- Manage hostel operations, maintain cleanliness, and assist residents with daily needs.
- Control access points and verify identification of employees and visitors.
- Respond to emergencies, including medical situations and security threats.
- Report incidents, irregularities, and security breaches.
- Greet guests, handle check-ins and check-outs, and manage phone calls and inquiries.
- Register and monitor visitor access, ensuring only authorized individuals enter the premises.
- Ensure hostel facilities are clean, functional, and in good condition for all occupants.
- Address and resolve any disputes or complaints efficiently and calmly.
- Effectively communicate with residents, staff, and external parties to ensure smooth operations

Qualification:

Position	Qualification	Years of Experience
Office Assistant - Security	Any Graduate	0-1 years

Desirable Experience & Skills:

- Previous experience in a hostel, guesthouse, or similar role.
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Availability for various shifts, including evenings and weekends.

Remuneration:

INR 15,000/- to INR 25,000/- per month.

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCl Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.*
6. ***The applications will be considered till the post is filled.***

Contact us: IIT Mandi iHub and HCl Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005

Email: hr@ihubiitmandi.in

Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions