



Indian Institute of Crafts & Design

J-8, Jhalana Institutional Area, Jaipur

Vacancy for the Position of Warden (Girls Hostel) on contract

The Indian Institute of Crafts & Design (IICD). IICD is an autonomous Institute set up by the Government of Rajasthan, to act as a catalyst of change in the craft sector. The main objective of IICD is to generate knowledge, upgrade skills and foster attitudes in order to develop highly motivated change agents in the craft sector. The Institute has pioneered a learning experience for craft design education in the country. It is a unique institution that is synergizing traditional knowledge and skills with contemporary needs to evolve methodologies that are relevant to modern India. The concept of IICD is distinctive and highly relevant for our country. The Institute offers Post Graduate & Under Graduate degree programmes (B.Des & M.Des) in Crafts & Design. Presently, Institute is being managed by Ambuja Educational Institute, in the PPP mode.

Vacancy position :Warden (Girls Hostel- Located on Campus): 01

Salary : On the basis of qualifications & experience

Eligibility Criteria :

- (a) Post Graduate/Graduate in any stream with proficiency in English & Hindi spoken & written.
- (b) Candidates must have minimum 5 years of experience in the relevant area.
- (c) Age limit up to 50 years on the date of application.

Roles & Responsibilities of a Hostel Warden (Girls)

A Hostel Warden oversees the management and administration of the girls hostel, ensuring the safety, security, and well-being of residents/students. Hostel Warden's main duty is to supervise the operation, administration and maintaining the discipline in the hostel. She will ensure the following duties:-

- Ensure quality standards for cleanliness in and around the hostel
- Ensure that beds are made clean and organize bathrooms, dormitories, and common areas

- Ensure that regulations for safety and sanitation are being met
- Organize and implement a rotating schedule for deep cleaning each area of the hostel
- Submit a list of maintenance issues that are found while cleaning
- Maintain the hostel facilities in proper working order
- Arrange and implement a preventative maintenance schedule
- Conduct routine site inspections to identify and resolve problems with the facilities
- Create and follow a plan to maintain the desired atmosphere in the hostel
- Taking care of students in their allotted blocks.
- To maintain accurate records and writing reports to help to identify trends that may require action.
- Ability to listen to and establish a rapport with students.
- Ability to manage time effectively.
- To supervise for the smooth running of the hostel, mess and other facilities within the hostel.
- To plan for upgradation and maintenance of facilities in the hostel.
- To ensure security of the students by coordinating with the security guards.
- To perform any other responsibility assigned by the Competent Authority.
- To ensure that students abide by hostel timings as per the guidelines of the institute.
- To ensure safety of students residing in the hostel.
- To attend to students need during medical emergency.
- To maintain visitors record, hostel maintenance records and other relevant records.
- The warden will stay in the hostel only.