



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

Autonomous body under, Department of Commerce, Ministry of Commerce & Industry, Govt. of India)

Advt No. – Advt./ NT/ Con. / Del./ 10 / 2026

Rolling Advertisement for engagement of Hostel Warden (Residential) at IIFT, Delhi Campus purely on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business. The Institute intends to engage experienced personnel as **Hostel Warden (Residential) for IIFT, Delhi Campus** on contract basis initially for a period of one year.

Position : Hostel Warden (Residential)

Number of Positions: One (1)

Consolidated Emolument: - Consolidated monthly remuneration of Rs. 60,000/- to Rs. 70,000/- based on experience and qualifications.

Residential Requirement: - Hostel Warden will be provided a room in the Hostel. It is mandatory for the Warden to stay in the hostel.

Age: Should not be more than 45 Years as on last date of receipt of application.

Duration: The appointment will be purely on a contract basis for a fixed period not exceeding 3 years, renewable on year-on-year basis. The tenure can be extended depending on the performance of the candidate and the requirements of the Institute.

Link for online application - https://docs.iift.ac.in/recruit/solo.asp?jcode=hw_jul26

Key Responsibilities:

1. Handling complete hostel responsibilities & ensure smooth functioning of Hostel activities.
2. To maintain proper discipline in the hostel and campus.
3. To keep-up the hostel cleanliness and maintenance issues.
4. To take care of upkeep issues of the hostel and ensure proper stock ledgers.
5. To be available during specified office hours to discuss problems and other matters with students who wish to consult.

Essential Qualification, Experience & Skill Requirements:

1. Post-Graduation Degree / Diploma in Management / Hospitality Management / Psychology / other streams with minimum 50% marks.
2. Minimum 3 yrs. experience as a Warden/ Superintendent in a large Hostel of any College / University / Institute.

6. To ensure that all the important incidents are recorded and escalated for monitoring purposes to reporting setting. 7. To supervise the general arrangement and provisions of services, in particular the quality of food being prepared/served in the hostel. 8. To take suitable decision himself at the time of emergency which may arises on holidays and before and after office hours on working days in the campus and inform the action taken to the Competent Authority. 9. The Warden position requires a full 24X7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.	3. Excellent verbal and written communication skills both in English and Hindi along with good administrative and operational skills.
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General Rules and Regulations:

- Selected candidates will have to join duty immediately upon receipt of the offer.
- Fulfilment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment.
- In case of a large number of applicants, IIFT reserves the right to short-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, the conduct of the result of the interview and the reason for not being called for an interview.
- The decision of the committee w.r.t. shortlisting and selection will be final and binding. No query whatsoever will be dealt w.r.t. the same.
- Interested candidates having the above qualifications and experience should only apply Online.

Only the shortlisted candidates shall be informed by e-mail to appear for the test or interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.

-S/d-

(Gaurav Gulati)
Registrar, IIFT