



भारतीय बिदेश व्यापार संस्थान (कोलकाता परिसर)

INDIAN INSTITUTE OF FOREIGN TRADE (Kolkata Campus)

(Deemed to be University)

(Under Department of Commerce, Govt. of India)

1583, Madurdaha, Chowbaga Road, Kolkata- 700 107

Website: www.iift.edu

RECRUITMENT OF LADY HOSTEL SUPERINTENDENT ON CONTRACT BASIS FOR KOLKATA CAMPUS

The Indian Institute of Foreign Trade (IIFT), a premier B-School under the Ministry of Commerce & Industry, Government of India, invites applications from eligible candidates for engagement as **lady hostel superintendent** on a purely contractual basis **for a fixed term not exceeding 3 years renewable yearly (initially for one year).**

1. Name of the Position - Lady hostel superintendent_(Contractual)

2. Number of Position - One (01)

3. Place of Posting - IIFT Kolkata Campus

4. Essential Qualification

Bachelor's Degree in any discipline from a recognized University/Institution.

5. Essential Experience

Minimum **3–5 years of experience** in hostel management, residential facility management, institutional administration, or a similar position in a reputed educational/institutional establishment.

6. Age Limit

Preferably between **35 and 50 years** as on the last date of receipt of applications.

7. Consolidated Remuneration

Salary Range (Rs. 30,000/- to Rs. 35,000/- per month.)

8. Nature of Duties

The selected candidate will be responsible for:

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- Managing the day-to-day administration and smooth functioning of the girls'/female student hostel.
- Maintaining room allotment records, student attendance registers and other hostel records.
- Acting as a local guardian for resident students and providing appropriate support and guidance.
- Addressing student grievances and maintaining a positive, disciplined and supportive hostel environment.
- Enforcing hostel rules, regulations and prescribed curfew timings.
- Ensuring the safety and security of students and coordinating with campus security personnel.

- Monitoring the health and well-being of students and coordinating immediate medical assistance during emergencies.
- Supervising hostel cleanliness, sanitation and general hygiene.
- Overseeing the hostel mess and ensuring proper food quality, hygiene and cleanliness.
- Coordinating with the Institute/Institution authorities, wardens, security personnel and other concerned officials.
- Providing basic administrative and computer-related support for hostel records and communication.
- Performing any other duties related to hostel administration as assigned by the Institution from time to time.

9. Terms of Engagement

- The appointment shall be purely on a contractual basis.
- The selected candidate shall be required to reside in the accommodation provided on the campus/hostel premises.
- The engagement shall be governed by the terms and conditions prescribed by the Institution.
- The engagement may be continued/extended based on performance and the requirements of the Institution.
- The Institution reserves the right to terminate the engagement in accordance with the applicable terms and conditions.
- The selected candidate shall be governed by the rules and regulations of the Institution applicable to the post.

10. Selection Process

Selection will be based on shortlisting of applications followed by an Interview and/or Skill Test, as decided by the Institute.

11. How to Apply

Interested Candidates having the above qualifications and experience should only apply online using the link given below **by 15/10/2026**

Link: [Recruitment in 'Hostel Superintendent \(Lady\)''-01' post at IIFT Kolkata \(2\) – Fill out form](#)

Only Shortlisted candidates shall be informed by e-mail to appear for the test/ interview before the selection committee of Indian Institute of Foreign Trade.

In case of 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 also reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.

Mr. Vinay Goel
Assistant Registrar
Indian Institute of Foreign Trade, Kolkata Campus