



# INCUBATION CENTRE

INDIAN INSTITUTE OF TECHNOLOGY, PATNA  
Bihta Campus, Patna - 801103



## Notesheet

Ref No.: ICITP/Rect/2020/01 Dt. 09.11.2020

### WALK-IN INTERVIEW FOR GARDENER AND HOUSEKEEPER POSITION (Temporary)

Designation	No. of Positions	Educational Qualification	Monthly Compensation
Gardener	01	10 <sup>th</sup> Pass	Rs. 11,200/- Per Month

#### Experience:

**Minimum work experience of 2 years.** Part or whole of the work experience should Gardening and landscaping in Govt. or Private organisations. Should have experience in the following areas:

#### Job Responsibility:

- Monitor plant health problems and soil preparation
- Maintenance and manage gardens, parks, green spaces and other landscaped areas
- Planting new plants, watering and feeding fertilizers timely
- Trimming trees, plants & shrubs, mowing lawns
- Keep clean the walkways and clear debris and litter
- Other activities as directed by the management

#### Knowledge & Skills Required:

- Ability to handle ground maintenance tasks and landscape maintenance
- Knowledge of fertilizer and pesticides application
- Knowledge of horticulture methods and materials, landscaping and cultivation of trees and woody plants.

#### Competencies:

- Should be Confident, Courteous and Polite, Committed to Work
- Should be fluent in Hindi

<b>Designation</b>	<b>No. of Positions</b>	<b>Educational Qualification</b>	<b>Monthly Compensation</b>
<b>Housekeeper</b>	01	10 <sup>th</sup> Pass	Rs. 11,200/- Per Month
<p><b>Experience:</b></p> <p><b>Minimum work experience of 2 years.</b> Part or whole of the work experience should housekeeping in Govt. or Private organisations. Should have experience in the following areas:</p> <p><b>Job Responsibility:</b></p> <ol style="list-style-type: none"> <li>Maintain cleanliness in entire building (office &amp; laboratories premises).</li> <li>Cleaning and sanitising toilets, showers, countertops, sinks, mirrors and other glass surfaces</li> <li>Maintaining cleanliness of pantry area</li> <li>Making beds and changing linens in guest rooms</li> <li>Vacuuming and cleaning carpets and rugs</li> <li>Dusting and polishing furniture and fixtures</li> <li>Sweeping/vacuuming, polishing, and mopping hard floors</li> <li>Sorting, washing, loading, and unloading laundry</li> <li>Keeping bathrooms stocked with clean linens, toiletries, and other supplies</li> <li>Emptying trash receptacles and disposing of waste</li> <li>Reporting any necessary repairs or replacements to super visor</li> <li>Other activities as directed by the management</li> </ol> <p><b>Knowledge &amp; Skills Required:</b></p> <ol style="list-style-type: none"> <li>Ability to handle cleanliness and office maintenance tasks</li> <li>Knowledge of applying new techniques and methods in in cleaning process</li> <li>Knowledge of using any cleaning equipment such as vacuums, mops, and other cleaning tools</li> </ol> <p><b>Competencies:</b></p> <ol style="list-style-type: none"> <li>Planning and organizing cleaning tasks</li> <li>Should be Confident, Courteous and Polite, Committed to Work</li> <li>Good Customer Service skills</li> <li>Should be fluent in Hindi</li> </ol>			

**This position is contractual for 1 year or till end of the project whichever is earlier with provision for extension based on performance and availability of funds for the project.**

All candidates are required to come with two copies of updated resume, original certificates along with self attested photo copies of testimonials, Original Govt. approved ID Proof, two recent passport size coloured photographs.

**Date of Interview/test: 11<sup>th</sup> December 2020, Friday**

**Venue:** Incubation Centre IIT Patna, 4<sup>th</sup> Floor, 6<sup>th</sup> Block, Bihta, Patna-801103

**Reporting Timings:** 2:00 p.m.

All resumes should have details like Candidate's name, father's name, date of birth of candidate, present and permanent Address, mobile number/ any contact number, qualification including mark percentage and boards/ universities, year of relevant experience, skill set, area of expertise and other relevant information which shall suit the requirement of IC, IIT Patna.

You can visit [www.iciitp.com](http://www.iciitp.com) or [www.iitp.ac.in](http://www.iitp.ac.in) -> incubation centre for more details.

Candidates will be selected through an interview /skill test as decided by the committee.