



INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

भारतीय प्रबन्ध संस्थान सिरमौर

Dhaura Kuan,
Sirmaur,
Himachal Pradesh – 173031, India

धौला कुआँ,
सिरमौर,
हिमाचल प्रदेश - 173031, भारत

Recruitment Advertisement No. 01/2026

Dated: March 06, 2026

Requirement of Hostel Wardens & Nurse (On Outsourced Basis through Manpower Outsourcing Agency)

Applications are invited from eligible Indian Nationals for engagement of the following positions purely on outsourced basis through a Manpower Outsourcing Agency, initially for a period of one year, extendable for another one year or as per the requirement of the Institute and subject to satisfactory performance.

1. Post: Hostel Wardens

Particulars	Details
No. of Posts	02 (Two) – 01 Male & 01 Female
Nature of Employment	Outsourced Manpower through Third Party Agency
Tenure	One year from date of joining, extendable for another one year based on performance and Institute's requirements
Essential Qualification	Bachelor's or Master's Degree in any discipline with minimum 50% marks from a recognized University.
Experience	Minimum 05 years of relevant experience. Preference will be given to candidates having hostel administration experience, certificate in office software, computer proficiency. Preference will be given to Retired School Principals/Headmasters/ Ex-Serviceman at the rank of Subedar and above.
Age Limit	Not exceeding 60 years as on the date of application
Salary	₹35,000/- per month (Consolidated) + Hostel Accommodation. The selected candidates need to stay inside the campus.
Selection Process	Based on academic record, relevant experience and performance in Written Test/Personal Interview

Key Responsibilities

- Supervise overall hostel operations and ensure smooth functioning.
- Manage room allotment, occupancy records, and check-in/check-out procedures.
- Maintain discipline and enforce hostel rules.



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- Address student grievances and ensure welfare and well-being.
- Oversee student health-related matters.
- Monitor safety, security and emergency response systems.
- Supervise housekeeping, cleanliness and maintenance in hostels.
- Maintain records, registers and inventory.
- Supervise hostel staff and prepare duty rosters.
- Perform additional duties assigned by the Institute.

2. Post: Nurse (Female)

Particulars	Details
No. of Posts	01 (One)
Nature of Employment	Outsourced Manpower through Third Party Agency
Tenure	One year from date of joining, extendable based on performance and Institute requirements
Essential Qualification	Bachelor's Degree in Nursing with valid registration certificate from Indian Nursing Council/State Nursing Council
Experience	Minimum 03 years' experience as Nurse in a duly registered hospital
Age Limit	Not exceeding 35 years as on date of application
Salary	As per wage rate notified by Ministry of Labour & Employment for Highly Skilled category (Approx. ₹26,000/- per month)
Selection Process	Based on academic record, relevant experience and performance in Written Test/Personal Interview

Key Responsibilities

- Provide first aid and treatment for minor ailments.
- Respond to medical emergencies and arrange hospital referrals.
- Monitor vital signs and administer prescribed medicines.



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- Assist visiting doctors during clinic hours.
- Maintain medical records and documentation.
- Manage medicine inventory and emergency equipment.
- Coordinate with hospitals and ambulance services.
- Organize vaccination drives and health awareness programs.
- Provide health guidance and emotional support to students.
- Should be ready to work in shifts, as required.
- Ensure cleanliness and smooth functioning of health centre.
- Perform additional duties assigned by the Institute.

GENERAL INSTRUCTIONS

1. The candidate must be a citizen of India.
2. The engagement is purely temporary and contractual through a Manpower Outsourcing Agency.
3. The engagement shall not confer any right for regular appointment or absorption in the Institute.
4. Mere appearance in interview or selection does not entitle any claim for permanency.
5. The prescribed qualification must be obtained from recognized Universities/Institutions.
6. The number of vacancies is tentative and may increase or decrease at the time of selection. The Institute reserves the right not to fill any post.
7. No TA/DA will be paid for attending the written exam/ interview.
8. Canvassing in any form or bringing influence will result in disqualification.
9. The Institute reserves the right to modify/withdraw the advertisement at any stage without assigning reasons.
10. In case of any dispute, the decision of the Competent Authority of IIM Sirmaur shall be final and binding.
11. Candidates must produce original documents at the time of interview for verification.



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12. Suppression of any material information shall lead to disqualification/termination at any stage.

HOW TO APPLY

Interested and eligible candidates may submit their detailed CV in the prescribed Application Proforma (Annexure – A) along with self-attested copies of relevant documents to:

careers@iimsirmaur.ac.in

Last Date for Submission: March 20, 2026

Only shortlisted candidates will be informed regarding date and time of Written Test/Interview.

Sd/-

Administrative Officer
(Personnel / General Administration)
Indian Institute of Management
Sirmaur

ANNEXURE – A

<u>APPLICATION FORM</u>				Photograph		
1	Name of the Candidate (in capital letters)	First	Middle	Last		
2	Gender	Male <input type="radio"/>				
		Female <input type="radio"/>				
3	Applying for the post of					
4	Father's Name/ Husband's Name					
5	Mother's Name					
6	Date of Birth (DD/MMM/YYYY)		Age as on date of application			
7	Nationality					
8	Marital Status	Married <input type="radio"/>		Unmarried <input type="radio"/>		
9	Permanent Address		Correspondence Address			
10	Mobile No.		Email ID			
11	Present employment status	Organization Name		Designation		
12	Educational / Professional / Technical Qualifications starting with highest:					
	Examination Passed	Board / University / Institute	Duration of Degree/ Diploma/ Training	Year of Passing	Division with % of marks	Subject Studied / Specialization

Details of employment starting with the most recent:								
13	Org. / Deptt. / Institute	Designatio n / Post held	Temporary / Permanent / Contract	Period			Gross monthly emolument	Duties performed
				From	To	No. of years		
14	Have you ever been convicted by any court of law or is there any criminal case/disciplinary action/vigilance enquiry pending against you? If so, specify.							
15	Time required to join the post in the event of selection							
16	Whether any of your close relative (s) is/ are employed in IIM Sirmaur? If yes, give details							
17	Any other relevant information:							

Declaration

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that suppression or distortion of any fact may lead to disqualification or termination.

Date: _____

Place: _____

Signature of the Applicant