भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2026/52

Date: 8th September 2026

Post/Job Title	Resident Hostel Warden
Job Purpose	To manage and supervise the day-to-day operations of the Hostel, ensuring a safe, disciplined, hygienic, and supportive residential environment that promotes students' well-being and academic focus.
Job Type	Contractual – non-teaching
Job Location	IIM Bangalore-Dorabji Tata School of Undegraduate Studies. Location – Jigani, Bangalore
Principal Accountabilities & Responsibilities	• Ensure the safety, security, discipline, and overall welfare of hostel residents round the clock. • Enforce hostel rules, regulations, in-time/out-time norms, and institutional code of conduct. • Maintain discipline through counselling, warnings, and reporting serious matters to management. • Monitor student attendance, movement, and visitor access; maintain entry/exit registers. • Verify identity and regulate access of visitors, vendors, and service personnel. • Allocate Hostel rooms and manage admissions, transfers, and vacating procedures. • Maintain accurate Hostel records including admissions, room allotment, inventory, complaints, and incident registers. • Address student grievances promptly and maintain confidentiality where required. • Handle medical emergencies, accidents, and crisis situations effectively. • Coordinate with medical services and accompany students when necessary. • Communicate with parents/guardians regarding student welfare, emergencies, or disciplinary matters when required. • Ensure adherence to institutional policies, statutory regulations, and safety guidelines • Should work in day and night shift. • Coordinate with Security, Housekeeping, Maintenance, Medical Support Services, and other Institute departments to ensure smooth functioning of the hostel. • Conduct periodic inspections of hostel premises and report maintenance, safety, hygiene, and operational issues. • Maintain readiness to respond to student emergencies and critical incidents occurring within the hostel premises. • Act as the primary residential authority responsible for ensuring a safe, secure, and conducive living environment for students. • Any other work assigned by the Institute
Key Skill and Ability Requirements	• Strong interpersonal skills. • Ability to handle students with patience and empathy. • Good communication and conflict-resolution skills. • Basic administrative and record-keeping abilities. • Flexible working hours, including evenings, weekends, and holidays. • Willingness to reside on campus and provide emergency support beyond normal working hours whenever required. • Ability to manage hostel operations independently in a residential environment. • **Working Schedule** • This is a residential position requiring the incumbent to reside within the Institute campus. • The role operates on a six-day working week schedule with one designated weekly off day as determined by the Institute. • Due to the residential nature of the position, the incumbent may be required to attend to emergencies, student welfare issues, disciplinary matters, and safety-related incidents outside normal working hours.

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	• **Working Conditions** • This is a residential position requiring the incumbent to reside within accommodation provided by the Institute on campus. • The position follows a six-day working week with one weekly off day. However, owing to the nature of the role and responsibility for student welfare and hostel administration, the incumbent shall remain reachable and available for emergency response, crisis management, student support, and safety-related matters outside normal duty hours. • The Resident Hostel Warden will serve as the primary contact person for hostel residents and shall ensure timely intervention and coordination during emergencies occurring within the hostel premises.
Qualification and Personal Profile	• Candidates should be a Graduate from a reputed University / Institute. • Preferably 3 years of prior experience in Hostel administration, residential supervision, or student welfare is required. • Should be fluent in English; having knowledge in Hindi, Kannada, and any other language will be added an advantage. **Residential Requirement:** The selected candidate will be provided accommodation within the Institute campus (Rent-free accommodation within the hostel premises) and shall be required to reside in the assigned accommodation throughout the tenure of employment. The incumbent occupying Institute accommodation shall not be eligible for House Rent Allowance (HRA). The incumbent will also be eligible to avail meals in the Institute cafeteria/mess at subsidised rates as per Institute policy. As the Resident Hostel Warden, the incumbent shall serve as the primary point of contact for hostel-related emergencies and student welfare matters outside regular working hours. While continuous active duty is not expected, the incumbent must remain reachable and available to respond to emergencies, safety concerns, disciplinary incidents, or other urgent hostel matters at any time.
Compensation	The selected candidate will be appointed on a contract basis with a consolidated monthly salary (CTC). The contract is renewable based on satisfactory performance. While the final compensation will be determined by the candidate's profile, the indicative remuneration is ₹6.40 Lakhs per annum, plus campus accommodation plus additional benefits.

Interested candidates may fill the application using the link: here

The closing date for applications is 19th September 2026. Only shortlisted candidates will be intimated. It is mandatory to fill in all fields and the following documents are required to be uploaded while submitting the application.

- **10th & 12th Marksheets.**
- **Diploma/Graduation – All semester wise Marksheets & Final Degree/ Graduation Certificate.**
- **Post - Graduation (if applicable)– All semester wise Marksheets & Final Post – Graduation Certificate.**
- **All experience letters.**
- **Recent 3 months' pay slips or 3 months' income proof.**
- **If you have undergone any training, kindly attach the training certificates.**

Applications without these documents will be treated as incomplete and will not be considered.

Addendum: The closing date of application has been extended till 27th September 2026.