



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION  
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE  
ಬೆಂಗಳೂರು/बेंगलूर/BENGALURU – 560012  
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Advertisement No. R(HR)Temp-19(Hostel Office)/2024

1. The Indian Institute of Science (IISc), Bengaluru, invites applications for the position of Mess Supervisor (On Contract) in the Hostel Office. The details of the position are as follows:

Position	No. of Vacancies	Qualification	Age Limit	Remuneration
Mess Supervisor (On Contract)	02	<p><b>Essential:</b></p> <p>Bachelor's Degree / Diploma in Hotel Management with a minimum of 3 years of relevant experience in food service management of large-scale mess of educational institution or cafeteria operations or hotel or restaurant or private company.</p> <p><b>Desirable:</b></p> <p>Post Graduate Degree in Hotel Management / Tourism Management / Hospitality Management or equivalent.</p> <p>Preference will be given to candidates with similar work experience in Higher Educational Institutions.</p>	40 years	Rs.35,000/- p.m. (consolidated)

## 2. Job Requirements

The selected candidates are required to:

- Manage daily operations of the messes by overseeing the daily functioning of the mess, including meal preparation, service, and cleanliness.
- Supervise mess staff by ensuring they adhere to performance standards and job responsibilities.
- Maintain Inventory and monitor stock levels, place orders for supplies from approved vendors only, and manage inventory to prevent shortages or excess.
- Ensure Food Safety by implementing and enforcing food safety and hygiene practices, including regular inspections and compliance with health regulations.
- Prepare and manage budgets, including cost control measures and financial reporting.
- Address and resolve any issues or complaints from students regarding food quality, service, or other concerns.
- Plan Mess Menus in coordination with the staff and mess committee considering meal plans that cater to diverse dietary needs and preferences.
- Liaise with food suppliers and vendors to ensure the timely delivery of quality ingredients and services.

- (i) Ensure all operations are compliant with institutional policies and local health and safety regulations.
- (j) Maintain accurate records of inventory, staff attendance, stock register, store registers and other relevant documentation.
- (k) Foster a positive and inclusive environment in the mess, promoting good staff morale and a pleasant dining experience for students.
- (l) Strong ability to manage inventory and ensure the efficient operation of the mess.
- (m) Willingness to work varied hours, including evenings and weekends & in high-pressure environments as needed.
- (n) Proficiency with food service equipment and basic computer skills for record-keeping and scheduling.
- (o) Ability to handle unexpected issues, such as staffing shortages or supply chain disruptions etc.,
- (p) Coordinate with Food Safety Auditors for food safety audits and training on periodic
- (q) Fluency in English, Kannada & Hindi.
- (r) Any other duties assigned by Assistant Registrar (Hostels), Mess Warden or Chair – Council of Wardens.

### 3. Duration

Engagement is purely temporary on a contract basis, initially for a period of **one year** and renewable annually up to a maximum duration of **five years**, based on the satisfactory performance and requirements of the Institute. An increment of up to **10%** is admissible in the case of extension, based on the performance of the candidate and the recommendation of the Competent Authority.

- 4. Selection Procedure:** The selection will be based on an interview for the shortlisted candidates, which will be conducted at the Institute on a date that will be notified later.

<b>INSTRUCTIONS FOR APPLICANTS</b>	
<b>(i)</b>	<b>Submission of Online Application</b>
(a)	Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill out the application form on the link given below, duly attaching the required certificates in support of age, category, qualification, marks, disability, and experience <b>on or before 14.10.2024</b> .
(b)	Link for Applying Online: <a href="https://recruitment.iisc.ac.in/Temporary_Positions/">https://recruitment.iisc.ac.in/Temporary_Positions/</a>
(c)	No hardcopy submission of the online submitted application is accepted. However, candidates are advised to keep a printout of the online application form for future reference.
(d)	The shortlisted candidates will be informed through e-mail about the date & time of the selection process. Candidates are also advised to provide the correct information in their online application.
(e)	In case the interview is held in person, no TA/DA will be paid for attending the interview.
(f)	Candidates may please ensure that they are fulfilling all the requisite criteria prior to registering, failing which, their candidature is liable to be rejected/canceled.
<b>(ii)</b>	<b>General Instructions</b>
(a)	The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
(b)	The requirements regarding qualification and experience are relaxable at the discretion of the competent authority in the case of candidates with long years of service and a good record of work.
(c)	Qualifications other than one prescribed in this advertisement will not be accepted.
(d)	The age of the candidate should be below the prescribed age limit as above, as on the last date of receipt of the application.
(e)	Age relaxation, if applicable, as per Gol norms may be considered.
(f)	Engagement on a contract basis would be subject to medical fitness.
(g)	The decision of the Institute in this regard shall be final and binding on the candidate.

	(h)	Except the consolidated and fixed emoluments mentioned in the advertisement, no other benefits will be extended.
	(j)	The contract can be terminated at any time by giving one month's notice, by either side.
	(k)	Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
	(l)	Prescribed educational qualifications and experience are the minimum eligibilities required and the mere fact that a candidate possesses the same shall not entitle him/her for being called for the interview. The Institute reserves the right to restrict the no. of candidates admitted for the interview to a reasonable number, based on qualifications and/or experience.
	(m)	Applications should be sent well in advance, without waiting till the last date.
	(n)	Call letters to attend the interview will be sent only to the shortlisted candidates by e-mail. Candidates are required to check their registered e-mail ID frequently. No correspondence will be made with applicants who are not short-listed/not called for the interview.
	(o)	The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage without assigning any reasons. No correspondence will be entertained in this regard.
	(p)	The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are not genuine, then his/her services shall be terminated, and disciplinary/criminal proceedings will be initiated.
	(q)	No accommodation will be provided on the Institute campus during the course of their stay.
	(r)	The candidates have to appear for the interview during the selection process at their own cost.
	(s)	Only Indian nationals need to apply.

**Date : 23.10.2024**

**Registrar**