BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY

BIMTECH BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY AACSB ACCREDITED

Job Description for Hostel Warden (Male) for Boys Hostel

About BIMTECH	Birla Institute of Management Technology (BIMTECH) was set up in 1988 by the Birla Academy of Art and Culture, with support from the Birla Group of companies. It was founded by the late Basant Kumar Birla and Sarala Birla, who were key leaders of the B K Birla Group. Every year, BIMTECH brings together students from almost all parts of India, along with some from other countries. It is a place where students learn about international business too. The mix of cultures, backgrounds, and experiences makes BIMTECH a lively and enriching place to study management.
Industry	Higher Education
Post/ Job Title	Hostel Warden (Male) for Boys Hostel
Job Type	Regular Full Time
Reporting to	Dean-Student Welfare
Job Location	Greater Noida, (U.P) India
No. of Position	1
Salary	**Salary: As per Norms**
Role	We Are Hiring – Hostel Warden (Male) for Boys Hostel at **Birla Institute of Management Technology (BIMTECH).** Birla Institute of Management Technology (BIMTECH) is looking for a dedicated and responsible Hostel Warden to oversee hostel administration, student welfare, and discipline. If you have a passion for creating a safe and comfortable residential environment for students, we encourage you to apply.
The role comes with the following Responsibilities	**The Warden will work closely with other wardens and ensure** 1. To supervise operational issues at on-campus & off-campus, which would include facilitating allotment of rooms, general upkeep of Hostel infrastructure, facilitating medical aid through Resident Doctor, ensuring discipline and decorum among resident students. 2. Supervise the functioning of the housekeeping staff. 3. Coordinate with Manager- Dining Hall to ensure timely availability of meals. 4. Coordinate with Campus Security to ensure adherence to day out and night out rules by students and maintaining adequate security in the hostel. 5. Ensure the smooth functioning of hostel facilities and student accommodations 6. Maintain discipline, safety, and well-being of hostel residents 7. Address student concerns and foster a supportive hostel environment 8. Supervise housekeeping, security, and other hostel staff 9. Implement hostel policies and ensure compliance with rules and regulations 10. Act as a mentor and guide for students.
Essential Eligibility Conditions	1. Minimum Bachelor's Degree in any discipline from reputed Institution/University. 2. **Candidates who have severed at Mid to Senior Level in Defence/ Police / Para- Military forces will be preferred.** 3. Candidates must have minimum 8 years of experience. Preference will be given to those who have worked as Warden with experience in handling Post Graduate Students. 4. Candidate should be proficient in IT Skills like MS office (Word, Excel & Power Point) etc. 5. Candidate will be required to stay in the campus residence. 6. Strong leadership, excellent communication, and problem-solving skill.
What We Offer	• An opportunity to work with one of India's highly respected academic institutions • Work closely with students and contribute to their holistic development. • Competitive salary and campus accommodation facilities
How to apply:	Please submit your updated resume with cover letter introducing yourself, your key achievements in Administrative role and why you are the right fit for Hostel Warden and **Send the same to [recruitments@bimtech.ac.in] with the subject line: Application for Warden– [Your Name].** Or Apply via **G Form: https://forms.gle/WNUd4tvzQhZzuhi19**
Last Date of application	22-10-2026