

OFFICE OF THE PRINCIPAL, INDUSTRIAL TRAINING INSTITUTE, BHUBANESWAR
Email Id:- principalitibbsr@gmail.com

No. 1341 / ITIB
Dated Bhubaneswar
the 16.th October, 2023.

EXPRESSION OF INTEREST

Women Self Help Groups (WSHGs) of Khordha District fulfilling the following criteria are invited to participate in the process of providing manpower services to this Govt. ITI and submit his/their documents in a sealed-in-cover addressing to "**The Principal, I.T.I., Bhubaneswar, At- Near Governor House, P.O.- Nayapalli, Unit-8, Bhubaneswar- 751012**" for engagement of **Lady Matron cum Cook** and **Lady Sweeper cum Watchman** to work at Girls Hostel of this institution on outsourcing basis.


The details of duties, responsibilities and remuneration as fixed by Government are as follows to be scrupulously followed up.

Sl. No.	Description of services	Remuneration per month @ Rs.	Nos. to be outsourced	The duties & Responsibilities
1.	Lady Matron-cum- Cook	10,900	01	Cooking of meals & tiffin for girl trainee boarders & serve the meal/tiffin, maintain hostel accounts including mess due collection from boarders; maintain hostel stock and store; health and hygienic habits and service of quality foods; cleaning of utensils etc.
2.	Lady Sweeper-cum- Watchman	10,100	02	Responsible for cleaning Hostel rooms, premises, toilets, bathrooms, lighting of campus, ensure safety and security of the boarders, extracurricular activities and instill discipline among boarders, prevent incidence of outsider entries, securing the premises and personnel by staying on patrol, monitoring surveillance, performing building inspections, guarding entry points and verify visitors etc.

The following documents are mandates to be furnished with the EOI.


1. Registration Certificate.
2. SHG PAN.
3. SHG GSTIN.
4. Bank Pass Book.
5. Year of experience (Lady Hostel Management).
6. Free from any corruption charges.
7. Correspondence details i.e. Location, Contact Number and E-mail etc.

The EOI along with other documents should reach the undersigned through Registered Post by dt. 01.11.2023


Principal,
Industrial Training Institute,
Bhubaneswar.

Memo No. 1342 / Dt. _____

Copy to Mrs. Mamata Mishra, ATO for information and instructed herewith to hoist this notice in the official website of this institution and report the same with proof.


Principal,
Industrial Training Institute,
Bhubaneswar.