

VACANCY NOTIFICATION

1.	Name of the Organization:	Raika Educational Charitable Trust
2.	Employment Type:	Regular
3.	Name of the post:	Hostel Administrator
4.	Job Function:	We are seeking a dedicated and mature individual to serve as the Hostel Administrator for a 400-bed residential facility housing motivated young men from underprivileged backgrounds who are preparing for competitive entrance examinations.
5.	Additional Job Information:	<ul style="list-style-type: none"> • Oversee the day-to-day operations of the hostel, ensuring a clean, hygienic, and safe living environment. • Supervise housekeeping, maintenance, and food services to ensure high standards of cleanliness and nutrition. • Maintain discipline within the hostel premises and address student concerns with empathy and firmness. • Serve as a positive role model and mentor, inspiring and motivating residents to stay focused on their academic goals. • Coordinate with coaching institute and administrative staff to ensure seamless support for all students.
	Technical/Must have skills	Operational and Administrative skills Interpersonal skills Discipline with empathy Role model presence and maturity.
	Good to have skills	Basic IT skills
6.	No. of Vacancies (in figures):	01
7.	Work experience required	20-25 years in defence
8.	Qualification required: Essential/ Desired	<u>Essential:</u> Graduate in any discipline
9.	Age range (in years):	45-50 years.
11.	Location of Job:	Ahmedabad Gujarat
12.	Salary range per month (Approx CTC):	Rs. 40, 000/- (increase based on performance)
13.	Additional Benefits offered:	Accommodation shall be offered.

Last date to received names from RSB/ZSB	22 Jul 2025.
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Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.

Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.