

Under Graduate Hostel for Girls, Dhaka Hostel Complex, Dr. Mukherjee Nagar, Delhi-110009

UNIVERSITY OF DELHI

Walk-in Interview on 31 August, 2019 10:00 am onwards

Advt. No. UGHG/2019/

Dated: 21 August 2019

Applications are invited for **two** posts of Housekeepers on purely contractual basis for Under Graduate Hostel for Girls, University of Delhi.

Housekeepers (Female)

Shift Duty: 07:00 am to 03:00 pm/ 03:00 pm to 11:00 pm

Qualifications

1. Graduation from a recognized University.
2. Working knowledge of computers.
3. Two years' experience in similar field/ area (a certificate to this effect as proof may be submitted).

Desirable Qualification

1. A diploma or certificate of minimum 6 months in Housekeeping/ Home Science or any other relevant subject from reputed institute.

Age Limit: 30 years

Consolidated salary: Rs.18960/- per month (fixed).

Duties and Responsibilities of Housekeeper (Female)

- a) Day to day monitoring of the Mess Functioning.
- b) To maintain Overall Hygiene, Supervision of general cleanliness of the Hostel premises.
- c) To maintain attendance and Leave registers of the students.
- d) Handling of female Attendants and Safai Karamcharis.

Maintenance of registers:

- a) Attendance registers of students.
- b) Leave Registers.
- c) Mess Rebate.

The hostel reserves the right to change the number and nature of the advertised posts.

The Interested female candidates may appear for the Interview with all their original certificates/ mark-sheets, along with an attested photocopy of each of these and recent passport size photograph, along with updated Bio-data, as per the date and time given above. The documents will be verified in the hostel office between 10:30 am and 11:00 am and interviews will be conducted 11:00 am onwards. No TA/DA would be provided for attending the Walk-in Interview. The candidates not fulfilling the eligibility criteria would not be considered for selection even if they appear for Interview.

Provost

Copy to:

1. Director, Delhi University computer for upload On DU website.
2. Assistant Registrar (colleges) for information and display on central Office Notice Board.
4. The Provost, Meghdoot Hostel, DU for display on Notice Board.
5. The Provost, Ambedkar-Ganguly Students' House for Women, DU for display on Notice Board.
6. The Provost, North Eastern Students' House for Women, DU for display on Notice Board.
7. The Provost, International Students' House for Women, DU for display on Notice Board.
8. The Provost, Rajiv Gandhi Hostel for Girls, DU for display on Notice Board.
9. The Provost, University Hostel for Women, DU for display on Notice Board.