



Phone : 27666109

MEGHDOOT HOSTEL
UNIVERSITY OF DELHI
DELHI- 110007

MDH/2018-19/ _____

Date- 18th December, 2018

NOTICE

Applications are invited for the post of HOUSE KEEPER (Female) purely on contractual basis in the Meghdoot Hostel, University of Delhi, Delhi—110007 on consolidated salary of Rs.18,960/- p.m. for six months which may further be renewed for a period of six months.

Eligibility Criteria:

Essential Qualification for the post of House Keeper (Female):

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

Desirable Qualifications:

4. A diploma or certificate of minimum 6 months in Housekeeping/Home Science or any other relevant subject from a reputed institute.
5. Knowledge of Book Keeping to maintain;
 - a). Stock Registers
 - b) Assets Register
 - c) Mess Rebate
6. Maintenance of registers;
 - a) Attendance registers of students.
 - b) Leave Register.
 - c) Handling of female Attendants and Safai Karamcharis.
7. Maximum Age: 45 Years
8. Duties and Responsibilities of House Keeper (Female)
 1. Day to day monitoring of the Mess Functioning.
 2. To Maintain Overall Hygiene, Supervision of general cleanliness of the hostel premises.
 3. To Maintain Attendance, Leave register of the students.
 4. Handling of Female Attendants and Safai Karamcharis.
 5. Up keeping of Stock Registers, Assets Register & Mess Rebate.

Veena forwarded
18.12.

18/12/18

Note:

1. The Meghdoot Hostel reserves the right to call limited number of candidate for in case the number of applicant is large.
2. Appointment to the above post will be purely on contractual basis for a period of six months, renewable on satisfactory performance as per the University Rules.
3. The time, date, venue, list of eligible candidates to be called for test/interview and any other relevant information will be displayed on the Delhi University and Hostel website. No separate communication will be sent to the candidates.

Interested candidates fulfilling the above criteria may apply by submitting their bio-data addressed to **The Provost, Meghdoot Hostel, University of Delhi, Delhi-110007**. The bio-data must be submitted along with the self attested photocopies of certificates of educational qualifications, experience, date of birth, caste/category certificate and one passport size photograph. The bio-data must reach the office **latest by Monday, 31st December 2018 by 4.00 p.m.**

Veena Agrawal
PROVOST 18-12-18
Meghdoot Hostel
दिल्ली विश्वविद्यालय
University of Delhi
Delhi-110 007
18/12/2018



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MEGHDOOT HOSTEL
UNIVERSITY OF DELHI
DELHI- 110007

MDH/2018-19/_____

Date- 18th December, 2018

NOTICE

Applications are invited for the post of COOK purely on contractual basis in the Meghdoot Hostel, University of Delhi, Delhi—110007 on consolidated salary of Rs.18,000/- p.m. for six months which may further be renewed for a period of six months.

Essential Qualifications :

1. Secondary School Certificate from recognized Board or Institution.
2. Should have hands on experience in cooking of Indian or western dishes in general from a Hotel or Guest House of repute.
3. Should possess sound health and clean habits.

Desirable Qualifications:

1. Certificate course in Catering or cooking from a recognized government institute or reputed Hotel.

Age limit: 30 Years

Note:

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2. Appointment to the above post will be purely on contractual basis for a period of six months, renewable on satisfactory performance as per the University Rules.
3. The time, date, venue, list of eligible candidates to be called for test/interview and any other relevant information will be displayed on the Delhi University and Hostel website. No separate communication will be sent to the candidates.

Interested candidates fulfilling the above criteria may apply by submitting their bio-data addressed to **The Provost, Meghdoot Hostel, University of Delhi, Delhi-110007**. The bio-data must be submitted along with the self attested photocopies of certificates of educational qualifications, experience, date of birth, caste/category certificate and one passport size photograph. The bio-data must reach the office **latest by Monday, 31st December 2018 by 4.00 p.m.**

Heena Agrawal
18.12.18
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**MEGHDOOT HOSTEL
UNIVERSITY OF DELHI
DELHI- 110007**

MDH/2018-19/ _____

Date- 18th December, 2018

NOTICE

Applications are invited for the post of MTS purely on contractual basis in the Meghdoot Hostel, University of Delhi, Delhi—110007 on consolidated salary of Rs.15,070/- p.m. for six months which may further be renewed for a period of six months.

Essential Qualifications:

1. Passed VIII Standard from a recognized School or its equivalent examination from a recognized school or institution.

Desirable Qualifications:

1. Experience in Armed Forces (Army/Navy/Air Force)
2. Training in Basic & Refresher Course in Home Guards and Civil Defence.
3. ITI or Trade Certificate from recognized institute which can be useful for working in University.

Age limit: 30 Years

Note:

1. The Meghdoot Hostel reserves the right to call limited number of candidate in case the number of applicant is large.
2. Appointment to the above post will be purely on contractual basis for a period of six months, renewable on satisfactory performance as per the University Rules.
3. The time, date, venue, list of eligible candidates to be called for test/interview and any other relevant information will be displayed on the Delhi University and Hostel. No separate communication will be sent to the candidates.

Interested candidates fulfilling the above criteria may apply by submitting their bio-data addressed to **The Provost, Meghdoot Hostel, University of Delhi, Delhi-110007**. The bio-data must be submitted along with the self attested photocopies of certificates of educational qualifications, experience, date of birth, caste/category certificate and one passport size photograph. The bio-data must reach the office **latest by Monday, 31st December 2018 by 4.00 p.m.**

Veera Agrawal
18/12/18

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Meghdoot Hostel
University of Delhi

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18/12/18