



MAHARAJA AGRASEN COLLEGE
University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

March 11, 2019

Notice

Applications are invited from women candidates only for the post of **Hostel Supervisor/Hostel Manager** purely on contractual basis initially for a period of six months which is extendable for further period depending upon the performance of the selected candidates. Candidates meeting the eligibility criteria are required to fill the prescribed application form and send the same along-with relevant testimonial latest **by March 31, 2019**. The Details are as under:-

1. **Essential Qualification:** Master's degree in any discipline.
2. **Desirable:**
 - a) Having experience in management of Hostel/any other residential academic organization with excellent Administration capabilities.
 - b) Having good communication skills and pleasing Personality with good leadership quality.
 - c) The applicant must have computer proficiency.
3. **Salary:** Rs. 25000/- to 30000/- per month consolidated.
4. **Conditions of Appointment:**
 - a) The appointee will be required to stay in the hostel round the clock.
 - b) She will be given a weekly off.
 - c) She will be provided a retiring room and free mess facility.
 - d) She will be required to sign an agreement towards terms and conditions of service.

Selection Procedure: Selection will be done on the basis of a written test to check the basic skills and assessment interaction.

Duties and Responsibilities: The post requires a person who likes and understands young people and is able to demonstrate good sense. She should have good personal inter-active skills with young people and their parents and guardians by being a good listener, reliable, warm and friendly in disposition, with sufficient sensitivity. She will responsible for welfare and security of the residents. She will be required to perform the duties of the hostel office, handle email communication with resident, parents, hostel convener, principal, college administration etc. ensure discipline in the hostel and maintain hostel inventory and proper record keeping. Detailed duty chart will be given at the time of joining.

List of Documents to be attached along-with the application form

| | |
|-------------------------------------------|---------------------------------------------|
| 10 th Certificate & Mark sheet | 12 th Certificate and Mark sheet |
| Graduation Mark sheet & Certificate | Post-Graduation Certificate & Mark sheet |
| Computer Proficiency Certificate | Relevant Experience Certificate |

Eligible and interested candidates will required to appear for **the written examination scheduled to be held on April 05, 2019 at 11:00 am. List of eligible candidates will be placed on the college website on April 03, 2019. Candidates are requested to monitor the same before reporting for written examination**

The college will place corrigendum, if any, on the college website only. Candidates are requested to monitor the same.

College reserves the right to fill or not to fill any /all the post advertised. The post is purely on contractual basis and the services can be terminated at any time without notice or without assigning reasons thereof. **Canvassing in any form, shall lead to disqualification.**

No TA/DA will be paid.

The complete Application form duly filled -in should be sent by Registered/Speed Post to the **"Principal Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, New Delhi -110096 latest by March 31,2019.**


Dr. Sunil Sengupta
Principal



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

Please paste
passport size
photograph

Application No.....

(to be filled by the office)

Application Form for Non-Teaching Post & Technical Post

(Please read the notes given at the end before filling the form)

Post applied for

In the Department of

Advt. No.Dated.....

1. Name (in block letters):- _____

2. Father's/Husband's Name: - _____

3. (i) Date of Birth (in figures) _____ (in words): _____

(ii) Age: _____ Years : _____ Months (as on date:31.03.2019)

Tel. No _____ Mob. No:- _____

Email ID _____

4. Nationality : _____ Gender: _____ Married/Unmarried:- _____

5. Postal Address: _____

Pin Code:- _____

6. Permanent Address:

Pin Code:- _____

7. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) If yes, please indicate caste & attach a photocopy:-

12. Special interest if any:

13. Do you know typewriting/shorthand? If so, state speed:

| | English | Hindi |
|--------------|-------------|-------------|
| Shorthand: | _____w.p.m | _____w.p.m. |
| Typewriting: | _____w.p.m. | _____w.p.m |

14. Any other information: _____

15. Explain in 250 words, how you fulfill the eligibility criteria and how you are the best suited candidate for the post applied for? (Please use separate sheet for this as Annexure-1).

16. Give name and details of 2 references: -

Name: _____ Name : _____

Address: _____ Address: _____

Mobile : _____ Mobile _____

Email: _____ Email: _____

Dated: _____:

Signature of Applicant

For applicants in Employment.

The facts stated in the above application have been verified and found correct and no vigilance or disciplinary enquiry is pending.

Dated:

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Head of the Department/Institution

(With Seal)

Declaration.:

I have understood the important points placed above and declare that the statements made in the Application Form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my

Candidature may be cancelled at any stage.

Dated:

Signature of the Applicant

Notes :

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the college after last date.
4. The college will not be responsible for the postal delays due to strike etc outside the control of the college.
5. In case a large number of applications are received for the post, the college reserves the right to call only selected candidates for Written Examination on the basis of screening of application forms.
6. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
7. Applicants who are in employment should send their applications through proper channel.
8. No. T.A/D. A will be paid for attending the prescribed tests and interview.
9. Attach additional sheets, if necessary