



UNIVERSITY OF DELHI

Under Graduate Hostel for Girls

Advt. No. UGHG/2012/

Dated: 12th June, 2012

Applications are invited for the posts of Housekeeper (Two), Care-taker (One), Junior Assistant (One) and Multi Tasking Staff (One) **on contractual basis** for Under Graduate Hostel for Girls, University of Delhi.

Housekeeper (Female) (Mess Steward & Student Services):

Essential:

1. Matriculation from a recognized board.
2. Should have a diploma or certificate in catering or kitchen management from a reputed Institute.
3. Working knowledge of computer.
4. Two years experience in similar field/area (a certificate to this effect as proof of the same may be submitted.)

Note: Applicants who are graduates may be relaxed from Clause no. 4 of the essential qualification.

Desirable:

1. Knowledge of Book Keeping to maintain Mess Accounts with respect to Mess rebate, etc.

Age Limit: 30 years.

Consolidated Salary: Rs.11550/- p.m.

Care taker:

Essential:

1. 10th Standard with ITI Trade Certificate or an equivalent qualification in Electrical/Civil/Plumbing/Air-conditioning
2. At least three years experience in the field, preferably in a Government department/organization or commercial establishment of repute.

Note: Preference will be given to Ex-servicemen from Army/Navy/Air Force.

Age Limit: 30 years

Consolidated Salary: Rs.11550/- p.m.

Junior Assistant:

Essential:

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University.
2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

Desirable:

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc.
2. Diploma in Office Management and Secretarial Practice.

Note: Those candidates who qualify the written exam. will be called for typing test on computer.

Age Limit: 27 years

Consolidated Salary: Rs. 11550/- p.m.

Multi Tasking Staff:

Essential:

Pass 10th Standard from a recognized School or its equivalent examination from a recognized school or institution OR ITI Pass.

Desirable:

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

Consolidated Salary: Rs. 8250/- p.m.

Relaxation of age as per Recruitment Rules-2008 of the University of Delhi.

Applications on plain paper giving details regarding qualification, experience, etc. along with self certified copies of relevant certificates to be submitted in the **Under Graduate Hostel for Girls, Dhakka Hostel Complex, Dr. Mukherjee Nagar, Delhi-110009 latest by 26.06.2012.** Email: provost@ughg.du.ac.in, ughg.du@gmail.com.

PROVOST