

**RAJIV GANDHI HOSTEL FOR GIRLS  
UNIVERSITY OF DELHI, 110009**

Applications are invited in standard form from the eligible candidates for filling up the post of Housekeeper (female) on contractual basis in Rajiv Gandhi Hostel for Girls, University of Delhi, Dhaka Hostel Complex, Dr. Mukherjee Nagar, Delhi-110009.

Details of the post are as follows:

No. of post vacant on contractual basis	03 (female)
Age limit:	45 years
Consolidated Salary	Rs. 38250/- per month

**Essential:** i) Graduation from a recognized University.  
ii) Working knowledge of computer.  
iii) Two years experience in similar field/area, (a certificate to this effect as proof of the same may be submitted)

**Desirable:** i). A diploma or certificate of minimum 6 months in House Keeping/Home Science or any other relevant subject from a reputed institute.

ii) Knowledge of Book keeping to maintain:

- a) Stock Register
- b) Assets Register
- c) Mess Rebate

iii) Maintenance of Registers.

- a) Attendance register of students
- b) Leave Register
- c) Handling of Female Attendants and Safai Karamacharies.

**Shift Duty:** 1<sup>st</sup> shift starting at 7.00 am  
2<sup>nd</sup> shift starting at 3.00 pm

Required documents to be attached:

1. Mark sheet and Degrees
2. Certificates regarding essential/desirable qualifications
3. Age proof
4. Aadhar card (UID)
5. Any other supportive document

The post is purely on Contractual basis for a period of 6 months. The same can be renewed on successful performance. However, the services can be terminated at any time without assigning any reason.

The selection will be made purely as per existing Government of India guidelines for the said post.

The Application, along with a set of self-attested copies of relevant documents is to be reached on or before 19 August, 2024 in the office of Rajiv Gandhi Hostel for Girls, Dhaka Hostel Complex, Dr. Mukherjee Nagar, Delhi-110009 through post/courier otherwise in person submission up to 5:00 p.m.

For any enquiry, one may contact here: 7303562300

Dated: 29 July, 2024

*Mehina Kaushik*  
PROVOST

# APPLICATION FOR THE POST OF HOUSEKEEPER

**Rajiv Gandhi Hostel for Girls,  
Dhaka Hostel Complex, Dr. Mukherjee Nagar  
University of Delhi  
Delhi: - 110009**

1. Name of the Applicant: .....
2. Age:..... D.O.B.....
3. Sex: .....
4. Category: .....
5. Nationality: .....
6. Father's name: .....
7. Mother's name: .....
8. Married/unmarried:.....Husband's name:.....
9. Academic Qualification:

Self-attested  
recent passport  
size photograph  
of the Applicant

Degree/Certificate	Board/Institute	Year of passing	Marks obtained/Total Marks

## 10. Job experience, if any:

- a) Post held: .....
- b) Experience in years:.....
- c) Contact details of employer: .....

11. Permanent Address:.....

12. Correspondence:.....

13. Phone no.:.....

14. Email ID:.....

15. Any other relevant and important information:.....

## UNDERTAKING

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any information given in the application proves to be false or incorrect, my candidature may be rejected at any point of time.

Place: .....

Date:.....

**Signature**