



GIRLS' HOSTEL
DEEN DAYAL UPADHYAYA COLLEGE
(UNIVERSITY OF DELHI)
Sector-3, Dwarka, New Delhi-110078

Ref. GHDDUC/Advertisement/2018/04

Date: 31/05/2018

WALK-IN WRITTEN TEST AND ASSESMENT INTERACTION

The college will conduct walk-in written test followed by assessment interaction for appointment to the post of **Manager** for its **Girls' Hostel** on 8th June 2018 at 11:00 a.m. The details are as under:-

1. **Manager – 01 (one) post, (Contractual)**
2. **Essential Qualification** : Master's degree in any discipline.
3. **Desirable** :
 - i) Having experience in management of Hostel/ any other residential academic organization with excellent Administrative capabilities.
 - ii) Having good communication skills and pleasing Personality with good leadership quality.
 - iii) The applicant must have computer proficiency.
4. **Salary** : Rs. 25,000/- (Rupees twenty five thousand only) per month (*consolidated*).
5. **Period of Appointment** : Six months
6. **Conditions of Appointment** :
 - i) The appointee will be required to stay in the hostel round the clock.
 - ii) She will be given a weekly off.
 - iii) She will be provided a retiring room and free mess facility.
 - iv) 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 Responsibility: 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 be responsible for welfare and security of the residents. She will be required to perform the duties of the hostel office, handle email communications with residents, parents, warden, principal etc. ensure discipline in the hostel and maintain hostel inventory.

List of documents to be submitted at the time of written test

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|-------------------------------------|------------------------------------|---------------------------------|--------------------------|
| 1. 10 th certificate | 2. 12 th Mark sheet | 3. 12 th Certificate | 4. Graduation Mark sheet |
| 5. Graduation Certificate | 6. Post-graduation Mark sheet | 7. Post-graduation Certificate | |
| 8. Computer proficiency Certificate | 9. Relevant Experience Certificate | | |

Eligible and interested candidates should walk-in for the written test followed by assessment interaction along with all necessary certificates in original as well as self-attested photocopies thereof in the college as per schedule.

An application proforma is available on the college website www.dducollegedu.ac.in. Candidates should download the same, fill in and bring it at the time of written test.

The earlier notice dated 25.05.2018 stands withdrawn.


Principal