

VACANCY FORM

Position Vacant: Resident Warden, Miranda House Hostel
(Only women need apply)

Organization Name: Miranda House, University College for Women, University of Delhi,
Delhi 110 007.

Company Profile (Industry, Size, Products/Services, Standing in India/World etc.):

Miranda House is amongst the top colleges of the country. It is renowned for its high academic standards, vibrant co-curricular activities and commitment to all round excellence. The faculty and support-staff are talented and extremely dedicated. The college offers wide ranging courses in Science, Humanities and the Social Sciences. It has on rolls about 3800 students, excellent infrastructure that includes a hostel for about 360 students, 18 departments, nearly 200 faculty members and 150 support staff.

Miranda House Hostel is housed in a beautiful heritage building designed by the renowned architect Walter George. Admission to the hostel is on basis of merit. The hostel has two blocks with about 180 fully furnished rooms allocated on twin sharing basis. The college takes immense pride in its hostel and its associated infrastructure. It has been home to several extremely distinguished and well known alumnae of the college.

Job Description / Responsibilities:

The policy of the college is to provide resident students a liberal, friendly and nurturing environment which is a home away from home.

The Warden will be responsible for

- managing needs of resident students within the hostel premises
- providing right help at the right time
- maintaining discipline in accordance with the framework of rules
- supervising day to day functioning of the hostel

The Warden will work under the guidance of the Hostel Committee that includes faculty members, the Bursar, Vice Principal and the Principal. She will report directly to the Vice Principal who is in charge of day to day functioning of the college. The administrative, housekeeping, kitchen, mess, sanitation, gardening and security staff will report to the warden.

Desired profile of the candidate:

Educational Qualifications: Graduate degree in any discipline. Preference will be given to those with knowledge and experience of working with communities. Skills in use of computers, digital technologies and competence in office management will be advantageous.

The applicant should be pleasant, focused, capable of sustained work and a willing learner. Pre-requisites include fluency in spoken and written English and good drafting skills. Preference will be given to single person without encumbrance in the age group is 30 to 50 years.

Desired work experience (in complete years):

Minimum: Two years

Compensation Offered: Rs. 25,000 to Rs. 35,000 (Gross) pm on contractual basis
Free furnished accommodation and meals
One weekly off day
One month contractual leave during college vacations

Location of posting: Miranda House Hostel, University of Delhi, Delhi 110 007.

Mode of Application: Mail resume to Email ID recruitment@mirandahouse.ac.in

Mode of Selection: Walk in interview (date will be intimated to applicant)

Contact Information: Principal, Miranda House, University of Delhi

Name: Dr. Pratibha Jolly

Designation: Principal

Company: Miranda House, University of Delhi, Delhi 110 007

City: Delhi

E mail id: secretary@mirandahouse.ac.in

State: Delhi

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