

Application for the post of Assistant Warden, Lady Shri Ram College Hostel.

FOR WOMEN CANDIDATES ONLY

Date:10.6.19

Lady Shri Ram College for Women, New Delhi, invites applications from experienced women candidates, who are medically fit, for appointment as LSR hostel Assistant Warden on contract basis.

Age: Not less than 38 years (Preferred age group 45 to 50 years). Please attach **DOB** certificate.

Minimum Qualification/Experience: Graduate with command over English and Hindi and knowledge of accounts and computers. Retired defence personnel/matrons/hostel Superintendents with minimum 4-5 years of experience in running/managing a hostel will be preferred.

Job description: Supervise daily activities/attendance of residents, hostel hygiene/cleanliness, hostel security, non-mess stores/items, Establishment Account, etc.

Period of Contract: Purely temporary in nature, initially for 6 months. Can be renewed annually.

Remuneration: Monthly consolidated pay of Rs 28000/- and full board and lodging.

Leave: One day per week; 42 days and 15 days in summer and winter vacations.

Method of Selection: Through the attached Application Form and a written test to be held at Lady Shriram College, New Delhi. Applicants are expected to fill in the attached form and make applications addressed to the Principal, LSR College including details about their address, phone number, email address, educational qualifications and work experience and submit them to the **HOSTEL WARDEN'S OFFICE, LADY SHRIRAM COLLEGE, LAJPAT NAGAR 4, NEW DELHI 110024 by 24th June, 2019**. The envelope containing the application form, self-attested copies of all certificates should be super scribed on top as "Application to the post of LSR Hostel Assistant Warden on contract basis".

(i) Self-attested copies of certificates of all educational should be submitted by the applicants along with their application. Without such certificates their candidature will not be considered. (ii) Applicants who are presently working should submit copy of experience certificate or the copy of appointment / offer letter issued by the employer. For past employment, experience certificate indicating the date of joining and date of relieving should be submitted. (iii) Only women candidates should apply. (iv) Only applicants short-listed on the basis of merit will be allowed to appear for the written test. Applicants are advised to make sure that they are meeting the requirements for the post before submitting their applications. (v) Call letters will not be sent to eligible candidates by post. They will be informed by e-mail/phone. (vi) Depending upon number of applications received for the post, LSR College reserves the right to relax/increase age and experience requirements at the discretion of the Principal, LSR College. (vii) The College reserves the right to call for any additional documentary evidence in support of educational qualifications and experience of the applicants indicated in their application. (viii) Applicants should be of sound health and satisfy the medical fitness standards as fixed by the College. (ix) The College reserves the right to restrict/alter/cancel/modify the recruitment process and eligibility requirements, if need so arises, without notice or assigning any reason thereof. (x) No correspondence regarding the rejection of application in case of ineligibility will be entertained. (xi) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in the Courts/Tribunals/Forums at Delhi and such Courts/ Authorities shall have sole and exclusive jurisdiction. (xii) Any amendment, modification or addition to this advertisement will be given in the LSRC website only.

**APPLICATION FOR THE POST OF ASSISTANT WARDEN, LSR HOSTEL ON
CONTRACT BASIS**

To

The Principal, Lady Shriram College for Women, Lajpat Nagar 4, New Delhi 110024

Madam

Ref: Your advt No. in.....dated

I hereby apply for the post of LSR Hostel Assistant Warden on contract basis furnishing the following details:

1. Full Name

2. Father's Name

3. Date & Place of Birth

4. Marital status

5. Nationality

6. Present Address (Postal)

7. Contact Details

E-mail address:

Mobile No :

Landline/Alternate Mobile No :

8. Educational Qualifications (attach separate sheet if required)

Examinations passed, Main Subjects, Name of College/ Institution, Year of passing, Marks obtained, Class & Rank Medals/ Distn/ Awards of Merit

*Please attach photocopies of mark sheets.

9. Languages known To read To write To speak

10. Work Experience including names of Institutions, addresses, years of work and last salary drawn:

(Provide experience details starting from the present position and indicating previous employment in descending chronological orders. Use separate sheet if required. Application will be rejected in case of incomplete information and without supportive documents)

11. Dependants if any:

No.	Name of dependent	Age	Relationship to the applicant	Address

12. Computer Literacy (Courses completed)

13. Special Qualification/ Training

14. Any other information

Applicants should ensure that they enter valid e-mail ID and Contact Numbers (Mobile, Landline/Alternate Mobile Number) as all correspondence from LSRC will be through that e-mail ID/Contact Number only.

Copies of certificates attached.

Affix recent passport size photograph

I declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Place:

Date :

Signature

NAME:

ADDRESS: