

ADVERTISEMENT

RAJIV GANDHI HOSTEL FOR GIRLS, UNIVERSITY OF DELHI DELHI

Advertisement No.RGHG/2020-21/01

Dated: 06th February,2021

Applications are invited in Standard form from the eligible candidates for filling up the post of **Multi-Tasking Staff (MTS)** on contractual basis in Rajiv Gandhi Hostel for Girls, University of Delhi, Dhaka Hostel Complex, Dr. Mukherjee Nagar, Delhi.

Details of the post are as follows:

No. of Post Vacant:	02
Consolidated Salary:	₹15070/-

Job description: as the job title suggests that the nature of the job is multi-tasking. MTS is assigned following duties mainly:

- Helping or assisting office staffs to accomplish their tasks, assignments.
- Handling files and delivering local official letters between different branches of the offices of University of Delhi and outside University.
- Other secondary or occasional duties and any other duties whichever are assigned by the hostel authorities and officer-in-charge.

Eligibility criteria:

- 10th Pass or ITI equivalent from any state Educational Board or Govt. Institution.
- Candidate must be an Indian citizen.
- Age Limit: 18-27 years as on the last date of applying i.e 27th February, 2021.

*Relaxation of the upper age limit is applicable as per Recruitment Rules of University of Delhi.

Required documents to be attached:

- Degrees
- Certificates
- Age proof
- Aadhar card(UID)
- Any other supportive document

*Only **self attested photocopies** of the abovementioned documents will be accepted.

Last date for submission of application: 27th February, 2021 upto 5 p.m.

Mailing Address: Provost, Rajiv Gandhi hostel for girls, University of Delhi, Dhaka Hostel Complex, Dr. Mukherjee Nagar, Delhi-110009.

The application, along with a set of self-attested photocopies is to be reached on or before 27th February, 2021 at the mailing address preferably through post/courier, otherwise in person submission up to 5 p.m.

For any enquiry, one may contact here: 7303562300

Provost

APPLICATION FORM

**Rajiv Gandhi Hostel for Girls,
University of Delhi
Delhi: - 110009**

Name of the Applicant:

Age:

Sex:

Nationality:

Father's name:

Mother's name:

Married/unmarried:.....Husband's name:.....

Academic Qualification:

Degree/Certificate	Board/Institute	Year of passing

Job experience:

- **Post held:**
- **Experience in years:**

Permanent address:

Communication address:

Phone number:

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

