



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

Ref. GHDDUC/Advertisement/2018/01

Date: 22/02/2018

Applications in the prescribed format are invited from the qualified and competent female candidates for the post of **Matron (Contractual)** for the Girls' Hostel Deen Dayal Upadhyaya College as detailed below.

1. **Matron – 01 (one) post, (Contractual)**
2. **Minimum 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 restroom 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 personal interview.

**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 safeguarding, welfare and security of the residents. She is required to perform the duties of the hostel office, handle email communications with residents, parents, warden, principal etc. ensure discipline in the hostel and maintenance of hostel inventory.

**List of documents to be submitted** (Self attested scanned copies) Each document should be of maximum 1MB size.

- |                                     |                                |                                    |                                |
|-------------------------------------|--------------------------------|------------------------------------|--------------------------------|
| 1. 10 <sup>th</sup> certificate     | 2. 12 <sup>th</sup> Mark sheet | 3. 12 <sup>th</sup> 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 |                                |

Duly typed application along with scanned copies of required documents must be emailed to [wardengh@ddu.du.ac.in](mailto:wardengh@ddu.du.ac.in) & CC to [officegh@ddu.du.ac.in](mailto:officegh@ddu.du.ac.in) on or before **15.03.2018**. Application received after last date shall be summarily rejected. Download the application form from here

**N.B.**

1. The appointment will be purely on Contractual basis and terminable at any time without assigning any reason thereof.
2. No TA/DA will be provided to the candidates for appearing in the written test/ skill test or interview.
3. **Applications will be accepted by email only. No hard copy of application will be accepted.**

  
**Principal**