



JANKI DEVI MEMORIAL COLLEGE

(University of Delhi)

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Ref.: JDMC/2022/02/ 406

Dated: 04-Jul-2022

NOTICE FOR WALK-IN-INTERVIEW

Candidates are invited for a walk-in-interview for appointment to the post of HOUSEKEEPER (FEMALE) on purely contractual basis initially for a period of six months for KRISHNA HOSTEL, Janki Devi Memorial College. Interested candidates may walk-in for an interview on Thursday, 07th July, 2022 at 10 AM (Reporting Time: 9:30 AM) at Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, New Delhi-110060.

HOUSEKEEPER (FEMALE) No. of post: 01

Essential Qualifications:

1. Graduation from a recognized university.
2. Working knowledge of computers
3. Two years experience in similar field/area (a certificate to this effect as proof of the same may be submitted)

Desirable:

1. A diploma or certificate of minimum 6 months in House Keeping / Home Science or any other relevant subject from a reputed institute.
2. Knowledge of book keeping to maintain:
 - (a) Stock Register
 - (b) Assets Register
 - (c) Mess Account and Mess Rebate
3. Maintenance of Registers:
 - (a) Attendance Register of students
 - (b) Leave Register
 - (c) Handling Mess Karamcharies, Safai Karamcharies etc
4. Maintenance and upkeep of the Hostel and overseeing its smooth functioning

Consolidated Salary: Rs. 21,756/- per month (an additional allowance of Rs. 3,244/- will also be given per month + free boarding and lodging during hostel term time.)

Age: Above 30 years as on date of advertisement

Please note the following:-

1. The selected candidate will be provided lodging within the Hostel (single accommodation only) and it is mandatory for the Housekeeper to be a resident during hostel term time.
2. Please bring your bio-data together with all Certificates/Testimonials with you.
3. Candidates reporting after the scheduled time of interview will not be interviewed.
4. No TA/DA shall be paid for the same.
5. The College reserves the right to change the nature and number of post or to cancel the selection process in part or full without assigning any reason thereof.
6. If it is found at any time that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled forthwith and you will have no claim whatsoever to any consideration.



Swati Pal
PRINCIPAL