



शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन
SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)

(UNIVERSITY OF DELHI)

वसुंधरा एनक्लेव (चिल्ला स्पोर्ट्स कॉम्प्लेक्स के पास)

Vasundhara Enclave (Adjoining Chilla Sports Complex)

दिल्ली-110096

Delhi-110096

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संदर्भ सं./Ref. No. SRCASW/2134/2021

दिनांक/Date..25/11/2021

Shaheed Rajguru College of Applied Sciences for Women

Vasundhara Enclave, Delhi 110096

Applications are invited for Resident Warden, Shaheed Rajguru College of Applied Sciences for Women Hostel (Only women need apply)

Job Description: 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. She will report directly to the Principal who is in charge of day to day functioning of the college.

Educational Qualifications:

Graduate degree in any discipline.

Course in computer application at Graduate or PG level or 6 months computer course from a recognized/registered institution.

03 years of experience in use of computers, digital technologies and competence in office management or related experience in a Public Sector/Educational institute/commercial/service industry or an establishment of repute.

Preference will be given to those with knowledge and experience of working with communities. The applicant should be pleasant, focused and 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.

Compensation Offered: Rs. 40,000 (Gross) pm on contractual basis, free accommodation

Mode of Application: Mail resume to Email ID: principal@rajguru.du.ac.in within 7 days of publication of advertisement.

Mode of Selection: MCQ and written test of the level of Graduation (date will be intimated to applicant) and interaction with Committee.

(Professor Payal Mago)

Principal