

**SRI VENKATESWARA COLLEGE
UNIVERSITY OF DELHI
BENITO JUREZ MARG
DHAULA KUAN NEW DELHI -110021**

Dated: 06.06.2022

APPLICATION FOR THE POST OF MATRON IN THE SVC GIRLS HOSTEL

Application in the prescribed format, available on the college website, are invited from qualified and competent female candidates for the Post of Matron (Contractual) for Padmavathi Girls' Hostel, Sri Venkateswara College, University of Delhi as per details below:

1. **Matron:** 01 (One) (Contractual, 1 Female)

2. **Minimum Qualification:** Graduate degree in any discipline.

3. **Desirable:**

- 1) The applicant must have basic knowledge of computer and must be conversant with internet use.
- 2) Having experience in management of hostel/any other residential academic organization with excellent administrative capabilities.
- 3) Having good communication skills and pleasing personality with good leadership qualities.
- 4) Age Limit: Preferably between 25 - 40 years.

4. **Salary:** Minimum of Level II as per 7th CPC + DA as applicable.

5. **Period of Appointment:** 6 Months (likely to be continued)

6. **Conditions of Appointment:**

- 1) The appointee will be required to stay in the Hostel round the clock.
- 2) Will be given a weekly day off.
- 3) Will be provided one room accommodation with attached bathroom and free mess facility.

Selection Procedure: Selection will be done on the basis of a personal interview.

Duties and Responsibilities: 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 guardian 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, wardens, principal etc., ensure discipline in the hostel, maintenance of hostel inventory, cleanliness and maintenance of premises of hostel block.

List of documents to be submitted (self-attested):

1. 10th Class/Age Proof Certificate
2. Graduation Certificate
3. Any other relevant Certificate(s)
4. Relevant Experience Certificate (if any)

Dully filled in application form available on the college website www.svc.ac.in along with self-attested photocopies of required documents must reach the Principal, Sri Venkateswara College University of Delhi, Benito Juarez Marg, Dhaula Kuan, New Delhi 110021 on or before 24.6.2022 by 5 P.M. Application received after last date shall be summarily rejected.

Notes:

1. The appointment will be purely on Contractual basis and may be terminated at any time without assigning any reason thereof.
2. No TA/DA will be provided to the candidates for appearing in the interview.
3. Applications will be accepted in hard copy only.
4. College reserves the right to cancel the recruitment process at any stage without assigning any reason thereof.
5. For any update please visit the college website www.svc.ac.in

Wabing Jmt,
Senior Warden 06/06/22

C. Shukla
PRINCIPAL



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)
Benito Juarez Road, Dhaula Kuan, New Delhi – 110 021

Appl. No.....
(To be filled in by the office)

Application for the Post of Matron (purely on Contractual Basis) for women Hostel
(Please read the instructions given at the end before submission of the application)

1	Name (in Block letters)		Please paste passport size photograph
2	Father's/ Husband's Name		
3	Gender		
4	Date of Birth	In Figures (DD/MM/YYYY):	
5	Age (As on 01.06.2022)	Years: Months: Days:	
6	Contact Details:		
	(i) Address for Communication with PINCODE		
	(ii) Permanent Address with PINCODE		
	(iii) E-mail Id		
	(iv) Mobile No.		
7	Nationality		
8	Marital Status (Married/ Unmarried)		
9	Do you belong to any Reserved Category? If yes, Name of the category		

10. Educational Qualifications:
(Starting from 10th standard & use separate sheet, if required)

Examination Passed	Year of Passing	School/College/ University attended	Percentage of Marks of Exam(s) Passed	Subjects Studied and Passed

11. Technical Qualifications:

Examination Passed	Year of Passing	School/College/ University attended	Percentage of Marks of Exam(s) Passed	Subjects Studied and Passed

12. Experience: (Administrative/ Technical/ Any other):

Name of the Organization	Post held/ Designation	Present Pay and Pay Level	Period		Nature of Duties Performed
			From	To	

13. Nature of Present Employment i.e. Regular/ Temporary/ Contractual:**14. Details of Computer Related Skills:
(MS Office, On-line Meetings, Handling emails & mailbox, etc.)**

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15. Any other Information:

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Date:

Place:

Signature of Applicant

Declaration by the Applicant

I, hereby declare that all the information furnished by me in the application are true, complete and correct in all aspects. In case any information, as furnished, is found to be false or incorrect at any time, this shall entail automatic cancellation of my employment, if appointed, besides rendering me liable to such action as the College/University may deem fit.

I further undertake that I shall be liable any disciplinary /legal action to be initiated by the college, in case the certificate (s)/document(s) submitted by me in the college, is/are found to be forged/unauthentic/fake which include/includes certificate relating to Education/ SC/ ST/ OBC/ EWS/ PwBD etc.

Signature of the Applicant with date ::

For Applicants in Employment

(Verification by the Applicant's Office)

The facts stated in the above application have been verified and found to be correct as per records. There is no vigilance/ disciplinary case or criminal case pending or contemplated against the applicant. It is also certified that no major/ minor penalty has been imposed on him/ her during the entire service period.

Date: _____

Signature and Seal of the Head of the Institution

Instructions:-

1. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
2. Applicants who are in employment should send their applications through proper channel.
3. The application duly completed in all the aspects alongwith the necessary documents must reach the Principal, Sri Venkateswara College, University of Delhi, Benito Juarez Road, Dhaula Kuan, New Delhi-110 021 on or before 24th June, 2022 by 5:00 PM positively.
4. The incomplete application form will be rejected.
5. No T.A./ D.A. will be paid for attending the prescribed tests and interview.
6. Attach additional sheets, if necessary.
7. Any addendum/ corrigendum, in this regard, shall be posted on the college website (www.svc.ac.in) only.
8. All concerned are requested to check college website regularly for current updates.