



Kalakshetra Foundation
(An autonomous body under Ministry of Culture, Government of India)
Thiruvanniyur, Chennai – 600 041

Invites applications for the Post of **Superintendent** for Girls' Hostel.

Only woman candidates are eligible to apply.

The qualifications for the position are as under:

| | |
|-------------------------------|---|
| Qualifications Essential:- | XII Std, Good English speaking skills. |
| Desirable | (i) Graduation in Psychology, Human Resource, Home Science or Social Welfare (ii) Knowledge of one or more South Indian languages/ Hindi (iii) Experience in Counselling of children |
| Duties of the post | Given in Annexure II |
| Age | Age from 45 to 65 years of age on the closing date of applications. The candidate should be in good health |
| Remuneration | The person will be engaged through an outsourcing agency, as a Highly Skilled Worker and the current gross salary will be Rs.19032/- per month and eligible for EPF & ESIC. Food and accommodation will be free. The person selected should be ready to stay in the Hostel and shall be eligible for one day weekly off. She is also eligible for one-day leave per completed month. |

Application as per **Annexure I** should be addressed to the Director, Kalakshetra Foundation, Thiruvanniyur, Chennai 600 041. Last date for receipt of applications: **08.06.2018**

Annexure I

Proforma for application for the post of Superintendent for Girls' Hostel

1. Name
2. Address

Affix
Recent
passport
size
photograph

3. Date of Birth (In Christian era):

4. Educational Qualification:
(Photo copies to be enclosed)

| SNNo | Qualification (from 10 th Std. onwards) | Board / University | % of marks |
|------|---|--------------------|------------|
| a) | | | |
| b) | | | |
| c) | | | |
| d) | | | |

5. Whether studied Psychology or Human Resource or Home Science or Social Welfare:

6. Details of Experience (In chronological order):

| Sl.no | Designation | Name of the Institution | Duration of Service | Nature of duties handled |
|-------|-------------|----------------------------|---------------------|--------------------------|
| i. | | | | |
| ii. | | | | |
| iii. | | | | |
| iv. | | | | |

7. Describe your experience in the following areas:

| | | |
|------|-------------------------|--|
| i) | Area of work | |
| ii) | Hostel management | |
| iii) | Counselling of children | |

8. Languages known:

| Sl.no | Language | To read | To Speak | To Write |
|-------|-----------|---------|----------|----------|
| (a) | English | | | |
| (b) | Tamil | | | |
| (c) | Telugu | | | |
| (d) | Malayalam | | | |
| (e) | Kannada | | | |
| (f) | Hindi | | | |

9. Any other information

10. Mobile No.

11. E-mail i.d.

Declaration

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected, my candidature will stand cancelled and my all claims for the recruitment will stand forfeited. I also understand that in case of selection, the appointment is purely on temporary basis with no opportunity/claim for regular appointment.

Place :

Signature of Candidate

Date :

Address _____

Annxure II

THE SCOPE OF WORK:

- In charge of all Hostel Block (except Boys' Hostel)
- Taking care of students round the clock
- Supervising the staff viz. Cooks, Asst Cooks, House Maids, electrician and Plumbers
- Assigning day to day duties to staff and over all running and maintenance of the hostel
- Helping in deciding the menu on a daily basis and also when guests / VIPs stay in the campus
- Organizing and planning things are the part of the job
- Taking sick students to the hospital / doctors
- On administrative side-processing notes for payments and repairs
- Maintenance of imprest cash
- Any other work assigned by the management