

# Miranda House Hostel

## VACANCY NOTICE

**Date:10-04-2023**

**Position Vacant: Housekeeper, Miranda House Hostel (on purely Contractual basis)**  
(Only women need apply)

**Organization Name:** Miranda House, University College for Women, University of Delhi, Delhi 110 007.

**Company Profile** (Industry, Size, Products/Services, Standing in India/World etc.):

Miranda House is amongst the top colleges of the country. It is renowned for its high academic standards, vibrant co-curricular activities and commitment to all round excellence. The faculty and support-staff are talented and extremely dedicated. The college offers wide ranging courses in Science, Humanities and the Social Sciences. It has on rolls about 3800 students, excellent infrastructure that includes a hostel for about 360 students, 18 departments, nearly 200 faculty members and 150 support staff.

Miranda House Hostel is housed in a beautiful heritage building designed by the renowned architect Walter George. Admission to the hostel is on basis of merit. The hostel has two blocks with about 180 fully furnished rooms allocated on twin sharing basis. The college takes immense pride in its hostel and its associated infrastructure. It has been home to several extremely distinguished and well known alumnae of the college.

### **Job Description / Responsibilities:**

The policy of the college is to provide resident students a liberal, friendly and nurturing environment which is a home away from home.

### **The Housekeeper will be responsible for**

- Maintenance of Stock Register for Provision.
- Maintenance of Stock Register for Vegetables and Fruits.
- Maintenance of all store of the Hostel.
- Maintenance of Daily Menu Register of Mess.
- Maintenance of Expenditure Register.
- Maintenance of Mess Staff Register.
- Order to Suppliers for daily requirement.
- supervising day to day functioning of the Mess.

Administrative responsibilities will include

- providing assistance with the admission process
- maintaining records of resident students
- maintaining attendance and leave records of Hostel Staff
- Ensuring proper cleanliness and regular maintenance work in Mess area.
- Maintaining official records, files, procurement and inventories
- Any other task assigned from time to time.

The Housekeeper will work under the guidance of the Warden and Hostel Committee that includes faculty members, the Bursar, Vice Principal and the Principal. She will report to Warden of day to day functioning of the Mess.

**Desired profile of the candidate:**

*Educational Qualifications:* Graduate degree in any discipline. Preference will be given to those with knowledge and experience of working with communities. Skills in use of computers, digital technologies and competence in office management will be advantageous.

**Compensation Offered:** Rs. 25,000to Rs. 35,000 (Gross) pm on contractual basis  
One weekly off day  
15 days contractual leave during contract period.

**Location of posting:** Miranda House Hostel, University of Delhi, Delhi 110 007.  
**Contact Information:** Principal, Miranda House, University of Delhi  
**Name:** **Prof. Bijayalaxmi Nanda**  
**Designation:** Principal  
**Company:** Miranda House, University of Delhi, Delhi 110 007  
**City:** Delhi  
**E mail id:** [warden@mirandahouse.ac.in](mailto:warden@mirandahouse.ac.in)  
**State:** Delhi  
**Phone(s):** 91-11-27666201, 27667367, 27666983  
**URL of home page:** [www.mirandahouse.ac.in](http://www.mirandahouse.ac.in)

**Application Form Link**

**The Application, along with a set of self-attested copies of relevant certificates is to be reached on or before 30<sup>th</sup> April, 2023 in the office of Miranda House Hostel, Chattra Marg, University of Delhi, Delhi-110007 through post/courier otherwise in person submission up to 5p.m.**