



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)
PSP AREA IV, DR. K.N. KATJU MARG, SECTOR 16, ROHINI, DELHI 110089**

Dated: 06/01/2020

APPLICATION FOR THE POST OF MATRON IN THE GIRLS HOSTEL

Applications in the prescribed format, available on the college website are invited from the qualified and competent female candidates for the post of **Matron (Contractual)** for the Girls' Hostel **SSCBS** as detailed below.

1. **Matron- 01 (One) post, (Contractual, 1 Female)**
2. **Minimum qualification:** Bachelor's degree in any discipline. The applicant must have computer proficiency in software like MS Office and must be conversant with internet use.
3. **Desirable:**
 - i) Having experience in management of Hostel/ any other residential academic organization with excellent Administrative capabilities.
 - ii) Having good communication skills and pleasing Personality with good leadership quality.
 - iii) Age limit: Preferably between 25 to 50 years.
4. **Salary:** Rs. 25,000/- (Rupees twenty five thousand only) per month (consolidated).
5. **Period of Appointment :** 6 Months (likely to be continued)
6. **Conditions of Appointment :**
 - i) The appointee will be required to stay in the hostel round the clock.
 - ii) Will be given a weekly off.
 - iii) 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 Responsibility: 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 guardians 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, cleanness and maintenance of premises of hostel block.

List of documents to be submitted (Self attested scanned copies) each document should be of maximum 1MB size.

1. 10th certificate
2. Graduation certificate
3. Any other certificate
4. Relevant experience certificate

Duly filled in application form (available on the college website www.sscbsdu.ac.in) along with photocopies of required documents must reach "**Principal, Shaheed Sukhdev College of Business Studies (Univ. of Delhi), PSP Area IV, Dr. K.N. Katju Marg, Sector 16, Rohini, Delhi – 110089**" on or before **27.01.2020 by 5 p.m.** Application received after last date shall be summarily rejected.

Notes:

1. The appointment will be purely on Contractual basis and is terminable 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.sscbsdu.ac.in

(Principal)