



**KALAKSHETRA FOUNDATION**

**An Institution of National Importance**

(An autonomous body under Ministry of Culture, Government of India)

Thiruvanmiyur, Chennai – 600 041

**Walk in interview**

For the position of Warden for the Girls Hostel purely on contract basis for a period of one year which may be extended depending upon further requirement. Only eligible Women candidates are to appear for the Walk-in interview.

The qualifications for the position are as under:

|                             |   |
|-----------------------------|---|
| Qualifications<br>Essential | XII Std, Good English speaking skills.<br><br>The experience of working as Warden for more than 5 years in Girls hostel is a must.  |
| Desirable                   | (i) Graduation in Psychology, Human Resource, Home Science or Social Welfare<br><br>(ii) Knowledge of one or more South Indian languages/ Hindi<br><br>(iii) Experience in Counselling of children  |
| Duties of the<br>post       | Given in Annexure II  |
| Age                         | Age from 35 to 50 years of age on the closing date of applications. The candidate should be in good health  |
| Remuneration                | Rs. 25000/- to Rs. 30000/- per month depending on their experience in the field.<br>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.<br>She is also eligible for one-day leave per completed month. |

Applicants should report to the Director, Kalakshetra Foundation on **02.06.2023 at 2.00 PM**

Application as appended below may be downloaded and filled in application along with original testimonials may be brought at the time of walk in interview.

**Annexure I**

**Application for Warden for Girls' Hostel**

1. Name
2. Address

|   |
|---|
| Affix<br>Recent<br>passport<br>size<br>photograph |
|---|

3. Date of Birth (In Christian era):
4. Mobile No.
5. E-mail i.d.
6. Aadhar No/ PAN No.
7. Educational Qualification:  
(Photo copies to be enclosed)

| SNo | Qualification<br>(from 10 <sup>th</sup> Std. onwards) | Board / University | % of marks |
|-----|---|--------------------|------------|
| a)  |   |                    |            |
| b)  |   |                    |            |
| c)  |   |                    |            |
| d)  |   |                    |            |

8. Whether studied Psychology or Human Resource or Home Science or Social Welfare:  
(Desirable qualifications)

9. Details of Experience (In chronological order):

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

10. Describe your experience in the following areas:

|      |                            |  |
|------|----------------------------|--|
| i)   | Hostel Management          |  |
| ii)  | Handling Students/Children |  |
| iii) | Stores Management          |  |

11. Languages known:

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

12. Any other information

**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 :

## **Annxure II**

### **THE SCOPE OF WORK:**

- In charge of all Hostel Block
- Taking care of female students round the clock
- Supervising the House Maids
- 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