



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

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Invites applications for the Post of **Superintendent** for Girls' Hostel purely on contract basis for a year.

**Only woman candidates are eligible to apply.**

The qualifications for the position are as under:

Qualifications Essential:-	Graduate with 8 years' experience in Hostel Management having student strength of 150 Knowledge of Computer (MS Office) is a must.
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 35 to 50 years of age on the closing date of applications. The candidate should be in good health
Remuneration	Rs. 30000/- to Rs. 50000/- per month depending on their experience in the field 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.
Conditions	Candidates who have worked in Hostel Management only need to apply. The certificates of experience should be verifiable with Hostel/Institution

Application as per **Annexure I** should be addressed to the Director, Kalakshetra Foundation, Thiruvanniyur, Chennai 600 041. Last date for receipt of applications: **19.06.2023**

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## Annexure I

### Proforma for application for the post of Superintendent for Girls' Hostel on Contract.

1. Name
2. Address

Affix  
Recent  
passport  
size  
photograph

3. Date of Birth (In Christian era):
4. Educational Qualification:  
(Photo copies to be enclosed)

SNo	Qualification (from 10 <sup>th</sup> 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	

( Please enclose "Certificate relating to experience in Hostel Management")

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 \_\_\_\_\_

## Annexure II

The broad duties of Superintendent would be as under—

In charge of all the Hostel blocks.

- (i) In charge of all the Hostel blocks.
- (ii) Taking care of students round the clock.
- (iii) Supervising the staff viz. Cooks, Asst. Cooks, House Maids, Electrician, Plumbers
- (iv) Assigning day to day duties to staff and over all running and maintenance of the hostel
- (v) Helping in deciding the menu on a daily basis and also when guests / VIPs stay in the campus
- (vi) Organizing and planning things are the part of the job Taking sick students to the hospital / doctors
- (vii) On administrative side — processing notes for payments and repairs
- (viii) Processing monthly bills regarding provisions, milk etc., maintenance of imprest cash, In charge of Store, Taking stock on weekly basis.
- (ix) Writing menu and ordering of vegetables.
- (x) Organizing bajans on Fridays.
- (xi) Supervising the work at kitchen and House Maids.
- (xii) Taking sick students to hospital / doctors.
- (xiii) Helping in serving food items during lunch / evening snacks / dinner
- (ix) Handling imprest cash and maintaining accounts for the same.
- (x) Any other work assigned from time to time.