



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

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Invites applications for a Warden for Girls' Hostel.

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

The qualifications for the position are as under:

Qualifications Essential	X 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 30 to 45 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 Skilled Worker and the current gross salary will be Rs.19, 864/- 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: **15.03.2021**

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## Annexure I

### Proforma for application for Warden for Girls' Hostel

1. Name
2. Address

Affix  
Recent  
passport  
size  
photograph

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

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

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

8. Details of Experience (In chronological order):

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

9. Describe your experience in the following areas:

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

10. Languages known:

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

11. 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 :

Address \_\_\_\_\_

## **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