



(An Autonomous Body under the Ministry of Culture, Government of India)
Thiruvanmiyur, Chennai- 600041.

Invites applications from suitable candidates for the following posts purely on contract basis:-

Post	No of posts
Superintendent for Hostel	1
Warden for Girls Hostel	2

Application in the prescribed format (appended below) should be completed and filled in form should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai - 600 041 on or before **07.07.2023.**



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

Invites applications for the Post of **Superintendent** for Besant Cultural Centre Hostel purely on contract basis.

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 63 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 and 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. The candidates who have already applied need not apply again.

Application as per **Annexure I** should be addressed to the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041. Last date for receipt of applications: **07.07.2023**

Annexure I

Proforma for application for the post of Superintendent for 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 th 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. Aadhar No

12. PAN No.

13. 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 _____

The broad duties of Superintendent would be as under—

- (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.



KALAKSHETRA FOUNDATION

An Institution of National Importance

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

Thiruvanmiyur, Chennai – 600 041

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 apply for the post.

The qualifications for the position are as under:

Qualifications Essential	XII Std, Good English speaking skills. 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 (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. 25000/- to Rs. 30000/- 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.

Application as per **Annexure I** should be addressed to the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041. Last date for receipt of applications: **07.07.2023**

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. Aadhar No/ PAN No.
7. Educational Qualification:
(Photo copies to be enclosed)

SNo	Qualification (from 10 th Std. onwards)	Board / University	% of marks
e)			
f)			
g)			
h)			

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
v.				
vi.				
vii.				
viii.				

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
(g)	English			
(h)	Tamil			
(i)	Telugu			
(j)	Malayalam			
(k)	Kannada			
(l)	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 :

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