MDH/2024-25/1058

Date- 19.10.2024

ADVERTISEMENT

Applications are invited from eligible candidates for Non-Teaching permanent post of Cook and House Keeper on permanent basis in the Meghdoot Hostel, University of Delhi, Delhi—110007

Details of the post are as follows:

S.No.	Name of Post	Total number of post	Group	Pay Scale	Age Limit	SC	ST	OBC	EWS	PWD	UR
1.	Cook	02	C	02	30 Y	0	0	1	0	0	1
2.	House Keeper (Female)	01	C	04	45 Y	0	0	0	0	0	1

Eligible Criteria for Cook:

- A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/ University/ Institution.
- Should have hands on experience in cooking of Indian or western dishes.
- Should possess sound health and clean habits.

Desirable Qualification:

1. A certificate or Diploma in Cookery from a reputed Government or Private educational Institute/University.
2. Experience of working as a Cook in a Guest House/Hotel associated with any reputed Government or Private Organization.

Relaxation of the upper age limit is applicable as per Recruitment Rules of University of Delhi

Eligibility Criteria for House Keeper:

Essential Qualification for the post of House Keeper (Female):

- Graduation from a recognized University.

- Working knowledge of computer.

- Two years of experience in similar field/area (a certificate to this effect as proof of the same may be submitted)

Desirable Qualifications:

- A diploma or certificate of minimum 6 months in Housekeeping/Home Science or any other relevant subject from a reputed Government or private institute.
- Minimum typing speed of 30 word per minute.

- Knowledge of Book Keeping to maintain:
  a). Stock Registers
  b) Assets Register
  c) Mess Record

Maintenance of registers:
  a) Attendance registers of students
  b) Leave Register
  c) Handling of female Attendants and Safai Karamcharies.

- Maximum Age: 45 Years

Required documents to be attached:

- **Degree/Certificate of Educational Qualifications.**
- **Proof of age**
- **Aadhar Card(UID)**
- **Other supporting document.**

Note:

1. The time, date, venue, list of eligible candidates to be called for test/interview and any other relevant information will be displayed on the website of Delhi University and Hostel. No separate communication will be sent to the candidates in this regard.

2. The last date for the submission of application is **9ᵗʰ November 2024** or three weeks from the date of publication of the advertisement in Employment News whichever is later.

3. Scheme of the examination will be followed as per Delhi University Rules, 2020 available at Delhi University Website i.e. (www.du.ac.in)

4. Any Addendum/ Corrigendum/Information is this regard will be given on hostel and DU website only.

Interested candidates fulfilling the above criteria may apply with the given link **dunt.uod.ac.in** before the last date.

Application fees

UR/OBC :   Rs.1000/-
SC/ST: Rs.500/-
Payment Mode: Online Mode

PROVOST