



An Institution of National Importance

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

Thiruvannamiyur, Chennai – 600 041

Kalakshetra Foundation, Chennai invites application from candidates for filling the post of Warden, Besant Cultural Centre Hostel (Girls) purely on contract basis for a period of one year which may be extended depending upon further requirement. **Only Female candidates are eligible to apply.**

Details of qualifications required for the position are as under:

No. of posts	I (One) post (on contract basis)
Remuneration	Rs. 25000/- to Rs. 30000/- per month depending on their experience in the field.
Qualifications Essential	A pass in XII Std, Good English-speaking skills. The experience of working as Warden for more than 2 years in Girl's hostel is a must. (Experience certificate should be verifiable with the institution last worked)
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
Age	Upto 50 years of age on the closing date of applications. The candidate should be in good physical health
Duties of the post	Given in Annexure - II

Note: The warden will be provided Food and Accommodation free of charge. The persons selected should be ready to stay in the Hostel and shall be eligible for one day weekly off. The Warden is also eligible for one-day leave per completed month.

The competent authority in Kalakshetra Foundation reserves the right to relax the eligibility criteria and other terms and conditions in respect of deserving candidates.

Application may be downloaded and filled in application complete in all respects along with self-attested copies of testimonials may be sent to **“The Director, Kalakshetra Foundation, Anna Street, Thiruvannamiyur, Chennai - 600 041.** (Candidates may kindly note that the application of candidates whose experience certificate could not be verified with the institution last worked will be summarily rejected.)

Date and time of interview will be intimated to the shortlisted candidates later.

Director

KALAKSHETRA FOUNDATION

(An autonomous body under the Ministry of Culture, Government of India)
Thiruvananthapuram, Chennai 600041

**APPLICATION FOR THE POST OF WARDEN(FEMALE) FOR
BESANT CULTURAL CENTRE HOSTEL (GIRLS)**

1.	Name (in BLOCK letters)				
2.	Address for communication				
3.	Date of Birth (in Christian era)				
4.	Mobile No./Alternate Mobile No.		Mobile 1: Mobile 2:		
5	Email ID				
6.	Educational Qualification		(Photo copies to be enclosed)		
	Level	Year of Passing	University	% of Marks	
i.	Class X				
ii.	Class XII				
iii.	Diploma				
iv.	Degree				
v.	PG				
vi.	Others				
7	Desirable qualification: Whether studied Psychology or Human Resource or Home Science or Social Welfare: Yes or No				
8	Details of Experience (in chronological order) (Total ____y, ____ m, ____ d * Candidates should indicate their experience without fail				
Sl.No.	Designation	Organization	Nature of duties	From	To

9	Describe your experience in		
	i. Hostel Management		
	ii. Stores Management		
	iii. Handling Students/Children		
10	Knowledge of South Indian languages (Tamil, Telugu, Malayalam and Kannada)		
	To Speak		
	To Read		
	To Write		
11	How do you consider yourself suitable for the post?		
12	Any other information you wish to add		
	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 claim for the recruitment will stand forfeited. I also understand that my appointment, if selected, is purely on a temporary basis with no claim for any regular appointment.		
	Place		
	Date		Signature of Candidate

SCOPE OF WORK:

- Being in-charge of Hostel Blocks
- Taking care of female students round-the-clock
- Supervising the work of House-Maids
- Assigning day to day duties to staff and over-all management of the hostel
- Helping in proposing the menu on a daily basis and also on special occasions like Guests / VIPs stay in the campus
- Organizing and planning for smooth functioning of the hostel
- Taking sick students to the hospital / doctors
- Processing notes for payments and repairs
- Maintenance of imprest cash
- Any other work assigned by the Management