



लेडी श्री राम कॉलेज फॉर वुमन

(दिल्ली विश्वविद्यालय)

Lady Shri Ram College For Women

(UNIVERSITY OF DELHI)

NAAC A++ Accredited

Lady Shri Ram College Hostel

NOTICE INVITING APPLICATIONS

Post: Hostel Superintendent (Mess and Sanitation)

Number of Posts: 1

Lady Shri Ram College for Women invites applications from eligible women candidates for the post of **Mess and Sanitation Superintendent** for the College Hostel.

Eligibility Criteria

- Women candidates only
- Age: Above 30 years
- Applicants should have prior experience of at least 3 years of working in a similar institutional or residential setup.
- Experience in supervision and management of hostel mess, purchases, computerised accounts and stock maintenance, sanitation, housekeeping, or related administrative work will be preferred.
- Operational knowledge of computing systems is essential.
- Ability to oversee cleanliness, hygiene, staff coordination, and smooth functioning of hostel services.

Duties and Responsibilities

The selected candidate will be responsible for:

- Supervision and management of the hostel mess, including mess staff, menus, all purchases of food and other relevant items, maintenance of stock registers and accounts, identification of vendors, disbursement of minor mess expenses and maintenance of mess books.
- Monitoring hygiene, cleanliness, and sanitation standards within the hostel premises including purchase and disbursement of required items and maintenance of stock registers
- Coordinating and managing leave and attendance of mess staff, housekeeping staff and maalis.
- Maintaining discipline, safety, and proper upkeep of hostel facilities

Remuneration and Facilities

- Consolidated remuneration: Approximately ₹40,000/- per month
- In addition, board and lodging facilities will be provided. The selected candidate will be required to reside in the quarters provided within the Lady Shri Ram College Hostel premises

लाजपत नगर, नई दिल्ली-110024 दूरभाष: 91-11-26434459, 45494949 फ़ैक्स: 91-11-26216951

ईमेल: lsrc@lsrc.edu.in वेबसाइट: www.lsrc.edu.in

Lajpat Nagar, New Delhi-110024 Phone: 91-11-26434459, 45494949 Fax: 91-11-26216951

Email: lsrc@lsrc.edu.in Website: www.lsrc.edu.in



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Application Process:

Interested candidates may submit:

- Duly filled attached form
- A brief curriculum vitae/bio-data
- Copies of relevant of educational and experience certificates
- Proof of age
- Recent passport-size photograph

Last Date for Application

Applications may be mailed (by speed post) to The Warden, Lady Shri Ram College Hostel, Lajpat Nagar 4, New Delhi 110024 or emailed to the official Hostel email address, lsrc@lsrc.edu.in by the 11th of June, 2026.

All candidates who meet the eligibility criteria will be informed by email and will have to appear for a written test on the **15th of June 2026 at 12 pm** at LSR College.

Important to Note:

- The College reserves the right to accept or reject any application without assigning any reason.
- Lady Shri Ram College for Women reserves the right not to fill the position advertised here.
- The College reserves the right to consider a candidate for higher remuneration than the minimum prescribed, if necessary.

Ujjayini Ray

Warden,
Lady Shri Ram College Hostel,
New Delhi 110024

Kanika

Principal
Lady Shri Ram College for Women
University of Delhi
Lajpat Nagar, New Delhi – 110024

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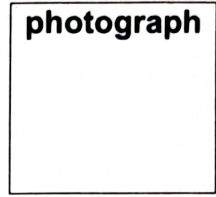
Email: lsrc@lsrc.edu.in Website: www.lsrc.edu.in

Lady Shri Ram College Hostel

APPLICATION FORM

Post: Superintendent of Mess and Sanitation (Hostel)

photograph



1. Personal Details

Particulars

Details

Full Name

Father's / Husband's Name

Date of Birth

___ / ___ / ___

Age

Nationality

Marital Status

Aadhaar No. (Optional)

Contact Number

Email Address

2. Correspondence Address

PIN Code: _____

3. Educational Qualifications

Examination Passed Board / University Year of Passing Division / Grade

Secondary

Senior Secondary

Graduation (if any)

Other Qualifications

4. Work Experience

Name of Institution / Employer, Position Held, Duration, Nature of Duties.

5. Experience Related to Hostel / Mess / Sanitation Management

6. Skills and Competencies

Please indicate experience in the following areas:

Area	Yes / No Details
Mess Supervision	
Housekeeping Management	
Sanitation & Hygiene Monitoring	
Staff Supervision	
Record Keeping, including accounts and stock registers	
Vendor Coordination	
Emergency Handling	
Menu Planning	
Computers and computer software	

7. References (two)

Name, Designation, Email and Contact Number

8. Documents Attached

Please tick (✓) the enclosed documents:

- Proof of Age
 - Educational Certificates
 - Experience Certificates
 - Identity Proof
 - Passport-size Photograph
 - Other Relevant Documents
-

Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature may be cancelled.

Date: _____

Place: _____

Signature of Applicant