



RESIDENCE HALL (छात्रा वास)
लेडी श्री राम कॉलेज फॉर वुमन
LADY SHRI RAM COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI) (दिल्ली विश्वविद्यालय)
NOTICE INVITING APPLICATIONS

Date: 13/08/2026

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 to the selected candidate ONLY. The selected candidate will be required to reside in the quarters provided within the Lady Shri Ram College Hostel premises. Please note that there is no family accommodation.

Application Process

Interested candidates may submit:

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

Ujjayini Ray

DR. UJJAYINI RAY
HEAD OF RESIDENCE HALL
LADY SHRI RAM COLLEGE FOR WOMEN
LAJPAT NAGAR-IV, NEW DELHI-110024



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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, lsrhostel@lsr.du.ac.in by **30 August, 2026**.

The College reserves the right to accept or reject any application without assigning any reason.

All candidates who meet the eligibility criteria will be informed by email and will be required to appear for a written test at LSR College.


Warden,
Lady Shri Ram College Hostel,
New Delhi 110024



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

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

Examination Passed Board / University Year of Passing Division / Grade

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
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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
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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