



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
(A constituent college of Guru Gobind Singh Indraprastha University)
KASHMERE GATE CAMPUS, DELHI-110006



Indira Gandhi Institute of Technology is a girls engineering college under the administrative control of Guru Gobind Singh Indraprastha University established by Govt. of NCT Delhi. The University invites applications, on the prescribed form, to fill up 01 post of Assistant Lady Warden purely on contract basis for a period of one year for Indira Gandhi Institute of Technology in PB-2 of Rs.9300-34800 with GP of Rs.4600:

Eligibility Qualification:

Assistant Lady Warden:- A female with Post graduate Degree with minimum 50% marks from a recognized University or Institution.

Desirable: “At least one year experience as Assistant Hostel Warden.”

NOTE:

- (i) Applications, on the prescribed form, duly filled in, and complete in all respects, should be submitted to IGIT by post at the following address :

**The Principal,
Indira Gandhi Institute of Technology,
GGSIU University,
Kashmere Gate, Delhi – 110006**

or should reach by email at igit_principal@rediffmail.com, latest by **20th March 2012.**

- (ii) Incomplete applications and those received after due date shall be rejected summarily.
(iii) The minimum consolidated remuneration will be as per University norms.

Terms & Conditions:

1. The appointment shall be purely on contract basis for a period of one year. It shall be deemed to automatically come to an end on expiry of the said contract period.
2. The appointment can be discontinued with one month notice by either side without assigning any reason. Also, the appointee shall not have any claim whatsoever for regular appointment on any position on the basis of contract appointment or for continuing contractual appointment and may be terminated even when a regular post is lying vacant.
3. The candidate should not have been convicted by any court of law.
4. Canvassing in any form will render the candidate disqualified for the post.
5. If any declaration/information furnished is found false or any material/fact suppressed willfully, the contractual engagement shall be terminated forthwith.
6. The candidate shall have to reside in accommodation provided by the University at Kashmere Gate Campus.



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Application Form for post of Assistant Lady Warden

1. Fill in all the information in block letters only:
2. Attach separate sheet in case of insufficient space in any column.
3. Attach attested copies of the all degree(s)/certificates of qualification/experience.

Space for
self attested
Photograph

1. Candidate Name in Full : _____
2. Date of Birth : _____
3. Father's/ Husband's Name : _____
4. Marital Status : _____
5. Permanent Residential Address : _____

6. Address for Communication : _____

7. (a) Telephone No. (with STD Code) : . _____
- (b) Mobile No. : _____
8. E-mail Address : _____
9. Educational Qualifications :

Examination	University / Board	Year of passing/award	Division	%age of marks/grade	Subject
Matric/SSC/10 th Class					
10+2 or equivalent					
Graduation or equivalent					
Post Graduation					
Any other					

10. Experience (Please start with the latest) :

Name of the institution/organization	Post held and scale	Period		Nature of work	Last basic pay (in Rs.)	Reason for leaving (wherever applicable)
		From	To			

11. Any Other Details : _____

12. Language(s) Known : (i) _____ (ii) _____

13. Name and address of two persons (other than relatives) to whom reference can be made.

1.

2.

14. Certified that the information given by me in the application form is complete and correct to the best of my knowledge and belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date :

Place :

(Signature of the Candidate)

15. Recommendations of the employers (to be submitted by those who are in employment)

Date :

Place :

Signature & Seal of the employer