



ANNA UNIVERSITY, CHENNAI
UNIVERSITY COLLEGE OF ENGINEERING DINDIGUL
Dindigul – 624 622.

Dr.P.C.Mukesh Kumar, M. Tech., Ph.D.,

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RECRUITMENT NOTIFICATION

Notification No.: 002/Temporary/Caretaker/Hostel/26-27

Date: 29.10.2026

Applications Invited for the Temporary Post of Hostel Caretaker Women

Applications are invited from eligible female candidates for the temporary engagement of **Hostel Caretakers** on a daily-wage basis at the Girls Hostels of University College of Engineering, Dindigul.

The selected candidates will be responsible for monitoring Students, Verifying entry and exit of students, maintaining out-pass registers and carrying out other duties assigned by the hostel administration.

1. Name of the Post

Hostel Caretaker Women

2. Nature of Appointment

- Type of Appointment: Purely temporary on a daily-wage basis.
- Period of Engagement: Six months from the date of appointment.
- Extension: The engagement may be extended for a further period of six months, subject to satisfactory performance and the requirements of the college administration.
- The temporary engagement shall not confer any right to claim permanent employment.

3. Educational Qualification and Experience

- Candidates must have a Degree and Computer Knowledge.
- Preference will be given to candidates having 2 to 5 years of experience in hostel caretaking.
- Candidates must possess good conduct, punctuality, and a sense of responsibility.
- Basic reading and writing skills are essential for maintaining registers and records.
- **Age Limit:** Preferably between 35 and 50 years.

4. Nature of Duties and Responsibilities

The selected candidates shall perform the following duties:

1. **Student Movement Monitoring:** Monitor the entry and exit of students and ensure compliance with hostel rules and prescribed timings.
2. **Maintenance of Registers:** Maintain out-pass registers, visitor registers, attendance records, and other records as instructed by the hostel administration.



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3. **Monitoring of Basic Facilities:** Monitor drinking water supply, water pumps, RO water purification systems, lighting, fans, and other basic hostel facilities, and report any faults to the concerned authority.
4. **Cleanliness and Hygiene:** Regularly inspect common areas, corridors, toilets, and surrounding premises and report any sanitation or maintenance issues to the hostel administration.
5. **Reporting of Incidents:** Immediately report emergencies, student-related issues, suspicious activities, damage to property, and other unusual incidents to the Warden or the concerned authority.

5. General Conditions

- Candidates must be willing to work in shifts, including night shifts, depending on the requirements of the hostel administration.
- Candidates shall comply with hostel rules, administrative instructions, and prescribed safety procedures.
- Original certificates relating to educational qualifications, age, and work experience must be produced for verification at the time of the interview.
- The Hostel administration reserves the right to accept or reject applications based on the eligibility of candidates and the requirements of the college.
- Wages: Remuneration shall be paid in accordance with the applicable daily-wage norms. Working hours and other conditions of engagement will be communicated by the hostel administration.

6. How to Apply

Interested and eligible candidates shall submit their applications along with a recent passport-size photograph and copies of educational certificates, age proof, address proof, and work experience certificates, if applicable, to the following address:

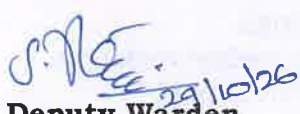
The Warden

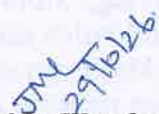
University College of Engineering, Dindigul
Anna University, Chennai

Last Date for Submission of Applications: 16.11.2026

Date and Time of Interview: 17.11.2026

Contact Number: 0451-2554066


Deputy Warden


Executive Warden


Warden