

**Office of the Provost- Boys Hostels**

Date: 24.08.2018

**Notice**

All the boarders of the Boys Hostels are hereby informed that applications are invited for the post of **Mess Secretaries** to deal the matters related to Centralized Mess facility of the month of September 2018-19. The interested boards may submit their applications at **the Provost office on or before 31<sup>st</sup> August, 2018 till 5:00 pm.**

**Two (02) students will be selected as Mess Secretaries for the said month only. Any student who takes the responsibility of Mess Secretary, his mess fee will be waived off for the said month.**

*Note: 1- Moreover, if, no application received, the Wardens (Mess) may nominate any student for the said post.*

*Note: 2-Any boarder of the Hostel will be Selected / nominated as ‘Mess Secretary’, if he has no pending dues against Hostel/Mess Fee.*

*Note: 3- The criteria of selection for the post of Mess Secretaries will be decided by Wardens (Mess).*

*Note: 4-The boarders who want to take the responsibility of the Mess Secretary will have to deliver their responsibilities as assigned by the Wardens (Mess)*

**(The Mess Secretaries should maintain the ‘Stock Register towards purchase of outside items’ and one ‘Kitchen Stock Issue Register’ Which should have details of all the items issued daily to the kitchen staff as per prescribed format/guidelines).**

**Provost, Boys Hostels**

**Copy to:**

1. Office of the Vice-Chancellor
2. Office of the PVC
3. The Registrar
4. Director, CIT with a request to upload it on University Website
5. Senior Warden, Wardens and Caretakers of the Boys Hostels
6. Concerned File