



NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM
Hajo Road, Amingaon, Guwahati-781031

No. NLUJA/RO/R/Non-Teaching/ 6610

Date: 23.03.2022

Eligible and interested candidates are invited to appear in Walk-In-Interview for the post of Hostel Warden (Female) on contractual basis.

Candidates having requisite qualifications and fulfilling other eligibility conditions may present themselves in the walk-in-interview (details hereunder), along with the duly filled in application form and all original testimonials (and photocopies of the same) in support of their qualification, experience as well as No Objection Certificate from the present employer, if applicable, and their up-to-date *curriculum vitae*.

Venue: Conference Hall, First Floor, Administrative Building
National Law University and Judicial Academy, Assam
Hajo Road, Amingaon, Guwahati - 781031

Date & Time: March 28, 2022 at 11.00 a.m.

No TA/DA will be paid to candidates attending the interview.

(A) QUALIFICATIONS AND OTHER CONDITIONS:

- (1) At least graduate in any discipline
- (2) Experienced in hostel administration in Universities/Educational Institutions with minimum 5 years' experience.
- (3) Functional knowledge of English, Hindi, and Assamese Languages with good organisational and interpersonal skills.

(B) JOB RESPONSIBILITIES:

- i. Implement standard operating procedures for hostel management.
- ii. Maintain normal function and discipline in the hostel.
- iii. All other duties as assigned in the areas of *General Administration, Health and Emergencies, Mess, Sanitation, Security etc.*

(C) JOB OBJECTIVES:

- i. Ensure that the students are able to devote adequate time to their studies and research.
- ii. Ensure that the students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill.
- iii. Develop a climate congenial for co-curricular and extra-curricular activities of students.
- iv. Maintaining discipline in hostels in order to preserve the academic atmosphere of the University.

(D) AGE LIMIT: Not below 30 Years and not above 55 Years. Salary will depend upon experience and qualification on consolidated basis per month.

(E) DESIRABLE:

Candidates with Degrees / Diploma / Certificate in Hospitality, Management, NCC and Sports may be preferred.

Sd/-
Registrar,
NLUJA, Assam