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

No. NLUJA/RO/R/Non-Teaching/106/   Date: 06.07.2023

Interested and eligible candidates are hereby invited to submit applications for the following contractual positions:
1. **Chief Warden (Male) – 01 Position**
2. **Matron cum Asst. Warden (Female) – 01 Position**

Candidates having requisite qualifications and fulfilling other eligibility conditions are to submit application form along with photocopies of testimonials in support of their qualification, experience as well as No Objection Certificate from the present employer, if applicable, on or before 14th July, 2023.

(A) QUALIFICATIONS AND OTHER CONDITIONS:
(1) At least graduate in any discipline
(2) Experienced in hostel administration in Universities/Educational Institutions with minimum 3-5 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.

Note: For the post of Matron cum Asst. Warden (Female), candidates with certificate / diploma in para medical services is desired.

Sd/-
Registrar (I/C),
NLUJA, Assam