



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

No. NLUJAA/ADMIN/F/TEMP-POST/2017/5805

Date: 08.08.2018

Candidates are invited to appear in Walk-In-Interview for the post of Hostel Warden (Male) on contractual basis.

Desirous candidates having requisite qualifications and fulfilling other eligibility conditions may present themselves in the walk-in-interview along with 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 any 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: 17 August, 2018 at 2.00 p.m.

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

QUALIFICATIONS AND OTHER CONDITIONS:

At least graduate in any discipline

Candidate experienced in hostel administration in University level/academic institution with minimum 5 years' experience is required.

Good command over English, Hindi, and Assamese with good organisational and interpersonal skills.

Job Responsibilities:

- i. Implement the 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.

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.

Age Limit: Not below 30 Years and not above 45 Years.

Salary will depend upon experience and qualification on consolidated basis per month.

Desirable:

- a. Degree or Diploma in Personnel/ Hospitality Management.
- b. Retired Defence Personnel or Police Officers may also apply.
- c. Background of NCC 'B' & 'C' certificate shall be preferred.

Sd/-
Registrar
NLUJAA