

CHANAKYA NATIONAL LAW UNIVERSITY

Nyaya Nagar, Mithapur, Patna-800001, Ph. No.-0612-2352300, E-mail: registrarcnlu@gmail.com

Adv. No. - 12/2017-18

Date: 30/12/2017

WALK-IN-INTERVIEW

Eligible Candidates for One Unreserved post of Warden (Boys Hostel), to be filled on contractual basis, may appear for walk-in-interview on the 16th of January 2018 with original certificates at 02:00 pm in the Vice-Chancellor's Chamber. For further details, please visit Recruitments Section of our website: <http://cnlu.ac.in>

REGISTRAR

A. Minimum Qualifications:

- i. Essential:**
Applicant must have Graduate Degree. Retired Defense Personnel of Major or equivalent or Higher Rank/ Police Officers of Dy. SP or equivalent or Higher Rank/ College Teachers of Associate Professor or Higher Rank may also apply.
- ii. Desirable:**
Minimum three years' experience of maintaining hostel of more than 300 inmates.

B. Job Description:

- i.** To manage the response to incidents and emergencies relating to health, safety and general wellbeing of students and to liaise effectively with Head of Residential Life, the Deans and hostel support services, where appropriate and within existing procedures.
- ii.** To get fire drills conducted on a routine basis
- iii.** To ensure that incidents are recorded and escalated for monitoring purposes
- iv.** To manage discipline in Hostel in line with the University's Disciplinary Procedures for Students and Hostel Codes of Conduct – referring more serious disciplinary issues to the Security Officer cum Senior Warden.
- v.** To ensure that any security concerns / incidents which are recorded and reported as soon as possible to the Security Officer cum Senior Warden and Registrar. To communicate with external agencies (police, etc.,) in the event of incidents.
- vi.** To execute the task allotted by Registrar / Vice-Chancellor from time to time.

C. Emoluments:

Total consolidated monthly emoluments Rs. 45,000/- (Rupees Forty Five Thousands Only) (negotiable) and the provisions of Bihar Reservation Act will apply. Selected candidate shall have to reside in the accommodation provided by the University.

D. General Instructions and Essential Information:

- 1.** The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.

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2. **Bihar Reservation Rules** shall apply in selection of the candidate. The contract will initially be for one year and may be renewed depending upon the requirement of the University and satisfactory performance of the candidate.
3. The University may give higher emoluments in deserving cases.
4. The University provides accommodation in the Campus on concessional rent.
5. The university reserves the right to consider the curriculum vitae of any person for any post.
6. Candidates shall have to produce original documents at the time of appearing for Interview.
7. Canvassing in any form may lead to cancellation of candidature.
8. No call letter or interview letter will be issued.
9. Any person, who has appeared in the Interview during Last One and Half Year / served in any capacity in the University need not apply.
10. Result will be published only on the University Website and University Notice Board.
11. The appointee has no claim for the permanent post in future.
12. It will be open to the University to consider, on its own, names of suitable candidates who might not have applied.
13. The University reserves the right to relax any of the qualifications, experience, etc., in deserving cases in respect of any post.
14. The number of vacancies of the post indicated in this Employment Notification is tentative. The University reserves the right to fill or not to fill any consequential vacancies, and/or to increase/decrease the number of posts and make appointments accordingly.
15. Selection will be made purely on the basis of candidates' previous record, performance in the interview.
16. NO TA/DA will be paid to be candidates attending the interview.
17. The University reserves the right to make changes, if necessary.

Prof. Dr. S. P. Singh
Registrar