

Chanakya National Law University

[Accredited with 'A' Grade By NAAC]

Nyaya Nagar, Mithapur, Patna- 800001, Ph. No. - 0612-2352300, Website: - www.cnlu.ac.in

Adv. No. -03/2018-19

Date: - 24.04.2018

WALK-IN-INTERVIEW

Eligible Women Candidates for One Unreserved post of Warden (Girls Hostel), to be filled on contractual basis, may appear for walk-in-interview on the **8th of May, 2018** with original certificates at **4:00 pm** in the Chamber of Registrar, CNLU, Patna. For further details please visit Recruitment Section of our website: <http://cnlu.ac.in>

REGISTRAR

A. Minimum Qualifications for Girls Hostel Warden:-

- 1. Minimum Graduate, preferably Post Graduate Diploma/ Degree in Management/ Hospitality Management.** Candidate will be responsible for managing the entire hostel. She should have at least 3 years of experience. Candidate should have good communication in English. She must be smart, confident and presentable and must have similar work experience.
- 2. Job Description:** She shall have (a) To handle complete hostel responsibilities & ensure smooth functioning of various Hostel activities (b) Handle overall administration of Hostel, communicating with parents/ guardians of student from time to time (c) Monitor Hostel Student Leave record, in & out movements (d) Take care of mess & coordination with other student members (e) Fluency in English is mandatory (f) Is required to stay inside Hostel campus (g) Keep-up all the registers in the hostel (h) Keep-up hostel staff attendance (i) Take care of students health problems by accompanying to the hospital (j) Keep-up the hostel cleanliness and maintenance issues (k) Keep-up the timings in the dining room as per the schedule (l) Take care of upkeep issues of the hostel and ensure proper stock ledgers (m) Take care of any non-availability of amenities like water /electricity problems (n) Be a team leader to keep-up cordial relationship between the students (o) To ensure maintenance of discipline in & around Hostel.
- 3. Age: -Between 35 -50 years.**

B. Monthly Emoluments :-

Total consolidated monthly emoluments Rs. 35,000/- (Rupees Thirty Five Thousand only) (negotiable) and the provisions of Bihar Reservations Act will apply. Selected candidate shall have to reside in the accommodation provided by the University.

C. General instructions and Essential Information:-

1. The University reserves the right to withdraw 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.
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 may provide accommodation in the Campus on concessional rent. (If available)
5. The University reserves the right to consider the curriculum vitae of any person for any post and relax the eligibility criteria.
6. Candidate 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. Result will be published only on the University website and University Notice Board.
10. The appointee has no claim for the permanent post in future.
11. It will be open to the University to consider, on its own, names of suitable candidates who might not have applied.
12. The University reserves the right to relax any of the qualifications, experience, etc., in deserving case in respect of any post.
13. 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.
14. Selection will be made purely on the basis of candidates' previous record, performance in the interview.
15. NO TA/DA will be paid to be candidates attending the interview.
16. The University reserves the right to make changes, if necessary

**Manoranjan Prasad Srivastava
Registrar**