

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. -7/2022-23 (Appt.)

Date: - 08.04.2022

WALK-IN-INTERVIEW

Eligible Female Candidates for One Unreserved post of Assistant Warden (Girls' Hostel), to be filled on contractual basis, may appear for walk-in-interview on the **05th May, 2022** with original certificates at **01:00 pm** in the Chamber of Registrar, CNLU, Patna. For further details please visit Recruitment Section of our website: <http://cnlu.ac.in>

REGISTRAR

Name of the Post : - Assistant Warden, Girls' Hostel.
Number of sanction Post : - 1 (One – UR, Female)
Category : - Unreserved.

A. Minimum Qualifications for Assistant Warden, Girls' Hostel:-

1. Graduation with B+ having three years' experience of supervision work of running hostel (having at least 200 inmates) of any University/institutions of repute/ state or central /Public Sector undertaking. At least one years' experience of handling Microsoft Office.

Desirable: - Degree/Diploma in Hostel and Catering Technology.

2. **Age: - Between 21 - 35 years.**

3. Job Description: -

- Assisting Hostel Warden in smooth functioning of the Girls' Hostel.
- Implementation of rules and regulations formulated for Hostels.
- Supervision of House Keeping, Cleanliness (Material used for cleaning), Quality of food, raw materials used for cooking the food.
- Maintenance of discipline in the Hostel.
- Operation and maintenance of furniture, electrical, installation CCTV cameras with the help of engineering wings of the University.
- Mess & Hostel Welfare Committee accounting mess deposit and Hostel accounting, Accounting of materials, equipment received in the Hostel.
- The selected candidate will have to stay within University premises.

4. Monthly Emoluments :-

Total consolidated monthly emoluments Rs. 30,000/- (Rupees Thirty Thousand only) (negotiable). Selected candidate shall have to reside in the accommodation provided by the University.

5. 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. 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.
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