



Chanakya National Law University

(NAAC ACCREDITED)

Nyaya Nagar, Mithapur, Patna-800001

Advt. No.: 31/2025-26(Appt.)

Date: 06.10.2025

ADVERTISEMENT FOR THE CONTRACTUAL POSITION OF ASSISTANT

WARDEN FOR GIRLS' HOSTEL, CNLU, PATNA

The Chanakya National Law University, Patna, invites applications from experienced women candidates, who are medically fit, for appointment as Hostel Assistant Warden on contract basis.

The last date of duly filled-in online application form is 15th October, 2025. Interested eligible applicants should upload their filled-in scanned application form with relevant annexure through the following Google Form Link, latest by 15th October, 2025:

<https://forms.gle/8cFKvfcB52c7eEq17>

Total No. of Post	01 (One)
Nature of Engagement and Initial Contract Period	On contractual basis for one year from the date of Joining
Essential qualifications	Bachelor degree with at least 55% marks from a recognised University
Desirable qualifications	a. Three years' experience of supervision work of running hostel (having at least 200 inmates) of any University/institutions of repute of State / Central Govt. b. Working proficiency in MS-Office. c. Basic knowledge of Accounts.
Maximum Age	42 Years
Salary	Negotiable

JOB DESCRIPTION OF ASSISTANT WARDEN, GIRL'S HOSTEL (GARGI GIRLS' HALL):

To supervise:

- Daily activities.
- Attendance of residents,
- Hostel hygiene/cleanliness,

- Hostel security,
- Non-mess stores/items,
- Establishment Account, etc.
- Food preparation

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 for 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. Candidates shall have to produce original documents at the time appearing for Interview.
4. Canvassing in any form may lead to cancellation of candidature.
5. Result will be published only on the University website and University Notice Board.
6. The appointee has no claim for the permanent post in future.
7. The appointee will not accept any other part-time job during the course of his employment with the Chanakya National Law University, Patna.
8. The University reserved the right to relax any of the qualifications, experience, etc., in deserving cases in respect of any post.
9. 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.
10. Selection will be made purely on the basis of candidate's previous record, performance in the interview.
11. The date of Interview will be communicated to the shortlisted candidates through their email. All correspondence with applicant will be done through the same email id.
12. No TA/DA will be paid to the candidates attending the interview.
13. The University reserves the right to make changes, if necessary.

Sd/-
Prof. (Dr.) S. P. Singh
 Registrar