



# NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM

(ESTABLISHED UNDER THE ASSAM ACT NO. XXV OF 2009)

Bholanath Mandir Path, B.K. Kakoti Road, Ulubari, Guwahati-781007

Tele No.: 0361 27388891, Telfax: 0361 27388892

E-mail: registrar@nluassam.ac.in, Website: www.nluassam.ac.in

## **ADVERTISEMENT NO. 11/2014**

### **(Walk-in Interview for the Posts of Hostel Warden (Male) and System Operator)**

The National Law University and Judicial Academy, Assam (NLUJAA) is seeking to fill up urgently one post of Hostel Warden (Male) and one post of System Operator on adhoc basis for a period of six (6) months from the date of joining or till the time the post is filled up on regular basis, whichever is earlier. The Salary shall be Rs. 25,000/- p.m. (consolidated) for Hostel Warden (Male) and Rs. 15,000/- p.m. (consolidated) for System operator.

Interested candidates may appear before the Selection Committee **22.07.2014 (Tuesday)** between **12 noon to 4 p.m.** in the National Law University and Judicial Academy, NEJOTI Building, Bholanath Mandir Path, B.K. Kakoti Road, Ulubari, Guwahati- 781007. They should carry their testimonials in original and their up-to-date curriculum vitae to the interview.

Detailed advertisement is available on the NLUJAA website <http://nluassam.ac.in>

## **DETAILS OF THE POSTS**

### **1. HOSTEL WARDEN (MALE)**

#### **Qualifications and other Conditions:**

Graduate/Post Graduate in any field with a good academic record and excellence in extracurricular activities.

Good command over English, Hindi, and Assamese, with good organizational 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 55 Years.

**Salary:** Rs.25,000/-p.m. (consolidated)

**Desirable:**

- a. Degree or Diploma in Personnel/ Hospitality Management.
- b. Experience in the related field will be preferred.
- c. Retired Defence Personnel or Police Officers may also apply.

## **2. SYSTEM OPERATOR**

**Qualifications and other Conditions:**

- (i) Diploma in Computer Science and Engineering (Three Years) or BCA or Graduate with DOEACC 'A' Level (Diploma) or equivalent from recognized institution.
- (ii) The candidate should have exposure in using hardware, software and networking in office environment is essential.
- (iii) Minimum three years' work experience in any reputed & recognized Educational Institution/ Computer Centre.

Age limit: 35 years

Salary: 15,000/- p.m. (consolidated)

Interested candidates may register their names along with the bio-data by e-mail to Registrar, NLUJAA (**registrar@nluassam.ac.in**) latest by 19.07.2014 only. The candidates so registered shall be allowed to appear before the Selection Committee as per the above schedule with all testimonials in original.

No TA/DA will be admissible for appearing at the interview.

Sd/-

Registrar