



NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM
Hajo Road, Amingaon, Guwahati-781031

No. NLUA/ADMN/F/CA/01/2017/7297

Date: 02.07.2024

Interested and eligible candidates are hereby invited to attend walk-in-interview for the following contractual positions:

- 1. Warden (Female) – 01 Position**
- 2. Nurse / ANM – 01 Position**

Date of Walk-in-Interview: 12.07.2024 from 1.00 pm onwards at 1st Floor, Administrative Block, NLUJA, Assam

Candidates having requisite qualifications and fulfilling other eligibility conditions are to attend Walk-in-Interview along with photocopies of testimonials in support of their qualification, experience as well as 'No Objection Certificate' from the present employer, if applicable, on **12.07.2024 from 1.00 pm onwards at NLUJA, Assam**

(A) QUALIFICATIONS AND OTHER CONDITIONS FOR WARDEN (FEMALE):

- At least graduate in any discipline
- Experienced in hostel administration in Universities/Educational Institutions with minimum 3-5 years' experience.
- Functional knowledge of English, Hindi, and Assamese Languages with good organisational and interpersonal skills.

➤ **JOB RESPONSIBILITIES:**

- Implement standard operating procedures for hostel management.
- Maintain normal function and discipline in the hostel.
- All other duties as assigned in the areas of *General Administration, Health and Emergencies, Mess, Sanitation, Security etc.*

➤ **JOB OBJECTIVES:**

- Ensure that the students are able to devote adequate time to their studies and research.
- Ensure that the students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill.
- Develop a climate congenial for co-curricular and extra- curricular activities of students.
- Maintaining discipline in hostels in order to preserve the academic atmosphere of the University.

- **AGE LIMIT:** Not below 30 Years and not above 55 Years. Salary will depend upon experience and qualification on consolidated basis per month.

(B) QUALIFICATIONS AND OTHER CONDITIONS FOR NURSE / ANM

- GNM / B.Sc. Nursing course passed from any nursing school / recognized institution and registered with "Assam Nurses" Midwives' and Health Visitors' Council"

OR

- ANM nursing course passed from any nursing school / recognized institution and registered with "Assam Nurses' Midwives' and Health Visitors' Council"

- **AGE LIMIT:** 25 Years to 55 Years
- **Work Experience:** 1-2 Years' experience desires.

Note:

- Pay negotiable based on experience and qualification.
- Appointment will be made as per requirement of the University and will be on purely temporary basis
- The University reserves the right to reject applications/ terminate service of the incumbent at any point of time
- University reserves the right to withdraw the advertised posts at any time.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage, even after the issue of appointment order, University reserves the right to modify/withdraw/cancel any communication made to the candidate.

Sd/-
Registrar,
NLUJA, Assam