

## **GIPE-Advt-CHW-January-2025**

### **ADVERTISEMENT NOTIFICATION – CHIEF HOSTEL WARDEN**

The Gokhale Institute of Politics & Economics, Pune is seeking application from eligible candidates for the following Non-Teaching position.

**Post Name:** Chief Hostel Warden

**No. of Posts:** 01

**Post Type:** Contractual

**Consolidated Pay:** Negotiable with qualifications and experience.

#### **Job Description:**

- Ensuring the health, safety, and welfare of students
- Maintaining discipline and decorum among students
- Ensuring the security of students by coordinating with security teams and guards
- Maintaining the hostel and its facilities
- Ensuring the quality of food served in the hostel
- Arranging first aid in case of an emergency
- Addressing student grievances and complaints
- Reporting to the director or other relevant authority about incidents or misbehavior
- Being able to manage time and report

#### **ELIGIBILITY:**

**Minimum Qualifications:** Graduate

**Desirable Qualifications/Experience:** 0-1 years

**Age Limit:** Minimum 30 years

**Application fee: (online):** Rs. 236/-

**Application End Date:** February 10, 2025 till 6.00 p.m

### **GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. Candidates applying for the post of **CHIEF HOSTEL WARDEN** should submit their duly filled in Application Form online and latest Curriculum Vitae along with educational, experience and other related documents.
2. Incomplete applications will not be considered. Candidates furnishing incorrect/false/misleading information shall stand disqualified at any stage including during service.
3. Incomplete applications, as well as applications which are not submitted in the prescribed form along with the requisite testimonials, are liable to be rejected and no intimation in this regard will be sent to the candidates.

4. No correspondence will be entertained in respect of the advertisement, interview, selection, appointment etc. Canvassing in any form will lead to disqualification of the candidate.
5. No TA/DA will be admissible either for attending the interview or for joining the post.
6. Call letter for attending the interview will be sent only to the short-listed candidates to their email only. No correspondence will be entertained in case of the applicants not shortlisted for the interview.
7. Institute reserves the right not to fill the post if no suitable candidates are available.
8. The Institute shall not be held responsible for postponement or cancellation of scheduled interview/due selection procedure for any unforeseen/unavoidable reasons.
9. Last date for online submission of application is **February 10, 2025 till 6.00 p.m.**

***NO EMPLOYEE FROM THE INSTITUTE IS AUTHORIZED TO CONTACT ANY CANDIDATE FOR ANY PURPOSE OTHER THAN THROUGH OFFICIAL MAIL.***

***PLEASE DO NOT FALL PREY TO ANY MISREPRESENTATION.***

January 28, 2025

**REGISTRAR**