

ADVERTISEMENT NOTIFICATION – HOSTEL WARDEN

The institute invites applications for the position of **Hostel Warden** to oversee student welfare, hostel management, and wellbeing-oriented activities on campus. The ideal candidate will be empathetic, organized, and committed to nurturing a safe, disciplined, and vibrant residential environment.

Post Name: Hostel Warden (Female)

No. of Posts: 01 (Residential)

Post Type: Contractual

Remuneration: Negotiable with free furnished accommodation in the hostel premises

Application Fee (Online): Rs. 236/-

Application End Date: June 30, 2025, till 6.00 p.m

Job Responsibilities:

- Act as the in-charge of the hostel, responsible for maintaining discipline, safety, cleanliness, and order among hostel residents.
- Lead daily student interaction, mentoring, and provide guidance for overall wellbeing, ensuring a positive and inclusive hostel environment.
- Organize and supervise **wellbeing and personality development activities**, including **daily yoga, meditation, and physical fitness sessions** (yoga instructor certification preferred).
- Monitor hostel attendance, late-night movement, leave records, and ensure compliance with hostel rules.
- Coordinate with the administration on infrastructure, repairs, food services, safety protocols, and cleanliness.
- Serve as the first point of contact in matters of student grievances, counseling needs, interpersonal conflicts, and medical emergencies.
- Conduct regular rounds in the hostel, especially during off-hours and weekends, to ensure safety and discipline.
- Maintain records related to hostel occupancy, health incidents, visitor logs, and disciplinary cases.
- Liaise with parents/guardians, faculty, and security staff as and when required for student-related matters.
- Promote community living and foster leadership and responsibility among hostel residents.
- Support the Institute in implementing student welfare policies in alignment with UGC /MoE guidelines.

Pay Scale: Negotiable with qualifications and experience.

ELIGIBILITY:

Essential Qualifications:

- Graduate in any discipline; preference for candidates with backgrounds in Physical Education, Psychology, Social Work, or Administration.
- Minimum 3 years of experience in student or hostel administration, counseling, or youth mentorship roles.

- Excellent communication skills and proven ability to handle young adult learners with empathy and firmness.
- Proficiency in maintaining records, documentation, and use of email/MS Office/Google Workspace.

Desirable Qualifications:

- **Certified Yoga Instructor** (recognized body such as Ministry of AYUSH, Yoga Alliance, etc.)
- Experience working in residential campuses of reputed universities or institutes.
- Trained in conflict resolution, student counseling, or wellness facilitation.
- Experience in organizing co-curricular/student development programs.

Age Limit:

The minimum age limit for the post is 30 as of the date of advertisement. However, the Institute reserves the right to relax the age limit in the case of exceptionally qualified candidates.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Candidates applying for the post 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 **30th June, 2025 till 6:00 pm.**

Institute reserves the right not to fill the post if no suitable candidates are available.

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.

June 7, 2025

REGISTRAR