



# THE TAMIL NADU NATIONAL LAW UNIVERSITY

(A University established by Tamil Nadu Act No.9 of 2012)

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## **NOTIFICATION**

**Engagement of Hostel Wardens (Resident) both Male (Men's Hostel) and Female (Women's Hostel), TNNLU, Tiruchirappalli on purely contractual basis.**

The Tamil Nadu National Law University (TNNLU), Tiruchirappalli, one of the youngest, premier and fully residential national law universities in the country, was established in 2012 by the Tamil Nadu Act No. 09 of 2012. The University intends to engage experienced personnel as Hostel Wardens (Resident) both Male (Men's Hostel) and Female (Women's Hostel), for TNNLU, Tiruchirappalli on contract basis initially for a period of **6 months**.

### **Essential Educational Qualification**

Graduation Degree with minimum 60 % marks.

### **Experience**

- Minimum 3 yrs. experience as a Warden/ Superintendent in a large Hostel of any College/ University / Institute.
- Excellent verbal and written communication skills both in Tamil and English along with good administrative and operational skills.

### **Age Limit**

- Should not be more than 45 Years as on last date of receipt of application.

### **Remuneration**

Consolidated remuneration of Rs. 25,000/- based on experience and qualifications.

## **Residential Requirement**

Hostel Warden will be provided a room in the hostel. It is mandatory for the Warden to stay in the hostel.

## **Essential Job Functions**

- Handling complete hostel responsibilities & ensure smooth functioning of Hostel activities.
- To maintain proper discipline in the hostel and campus.
- To keep-up the hostel cleanliness and maintenance issues.
- To take care of the upkeep of the hostel and maintain proper stock ledgers.
- To be available during specified office hours to discuss problems and other matters with students who wish to consult.
- To ensure that all the important incidents are recorded and escalated for monitoring purposes.
- To supervise the general arrangement and provisions of services, in particular the quality of food being prepared/served in the hostel.
- To take suitable decision himself/herself at the time of any emergency which may arise on holidays and before and after office hours, on working days in the campus and inform the action taken to the Competent Authority.
- The Warden position requires a full, 24X7, commitment to the University. Therefore, candidates willing to dedicate themselves wholeheartedly to the University are required to apply.

## **Instructions/Guidelines**

- A candidate applying for the above position must be a citizen of India
- Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, TNNLU reserves the right to shortlisting applicants in any manner as may be considered appropriate and no reason of rejection shall be communicated in any case.

- TNNLU reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- The documents will be verified with original testimonials at the time of interview if the applicant is called for the interview.
- Applicants should provide at least two referees.
- Interested candidates having the above qualifications and experience should fill the application and send to **“The Registrar, Tamil Nadu National Law University, Navalurkuttappattu, Dindigul Main Road, Tiruchirappalli-620027”** super scribing the envelope as **“Applications for Hostel Warden(Resident) on purely contractual basis”** through Registered post /Speed Post/ Courier on or before **30<sup>th</sup> April 2023**

**Date: 29.03.2023**

**Vice-Chancellor**



## THE TAMIL NADU NATIONAL LAW UNIVERSITY

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### Application for the post of Hostel Wardens (Resident) on Contract basis

Recent  
Photograph

**Post Applied for: Warden (Men's Hostel) / Women's Hostel)**

1.	Name (in Block Letters)				
2.	Mobile No.				
3.	E-Mail id.				
4.	Date of Birth (in Christian era)				
5.	Permanent Address				
6.	Address for Communication				
7.	Educational Qualification:-				
	<b>Qualification</b>	<b>University/Board</b>	<b>Main Subject</b>	<b>Month &amp; Year of Passing</b>	<b>Marks (in Percentage)</b>
i)	<b>10<sup>th</sup></b>				
ii)	<b>12<sup>th</sup></b>				
iii)	<b>Under Graduate</b>				
iv)	<b>Post Graduate</b>				
v)	<b>Others</b>				

(Add rows if required)

8.	Typing skills (Please tick)						
	English - Junior Grade <input type="checkbox"/>			Tamil – Junior Grade <input type="checkbox"/>			
	Senior Grade <input type="checkbox"/>			Senior Grade <input type="checkbox"/>			
9	<b>Computer Knowledge (Please tick)</b>						
	MS(Word) <input type="checkbox"/>	Ms( Excel) <input type="checkbox"/>	MS( Power point) <input type="checkbox"/>	Others <input type="checkbox"/>			
10.	<b>Experience Details (shall be furnished by applicants):- (Note:- Enclose a separate sheet, if the space is insufficient)</b>						
11.	Details of Employment, in Chronological order:						
	<b>Office/ Institution</b>	<b>Nature of Employment (Please specify whether Regular or contract)</b>	<b>Post held/Name of Employer</b>	<b>From (date)</b>	<b>To (date)</b>	<b>Monthly remuneration in case contract employee/central/pay matic and pay Level of the post held on regular basis</b>	<b>Nature of Duties</b>

13.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>i) Additional academic qualifications</p> <p>ii) Professional training and</p> <p>iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)</p>						
14.	<p><b>Name and address details of two referees (Not related to the candidate), at least one of them from last place of employment:</b></p>						
	1.			2.			

**Declaration:-**

I have carefully gone through the notification and I am well aware that the information furnished in the above application supported by the documents in respect of essential qualification/ work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld.

**(Signature of the Candidate)**

**Place:**

**Date:**