



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

VACANCY FOR HOSTEL WARDEN (Ladies Hostels)

SGT University, in its campus spread over 70 acres near Gurgaon, offers around 160+ programmes in Medical and Non-Medical domains. It nurtures more than seven thousand students and is a hub of activities involving the nation's who's who. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

Post: Hostel Warden (Ladies Hostels)
No. of vacancies: Multiple

Qualification & Experience:

Essential

- (i) Degree from a recognized University.
- (ii) Certificate/Diploma in House Keeping/ Materials Management/ Public Relations/ Estate Management from a recognized Institution.
- (iii) Up to 4 years of regular service as Warden failing which 9 years of combined regular service as Dy. Warden and Asst. Warden out of which at least 2 years shall be as Dy. Warden in a Medical / Higher Education / Research Institution.
- (iv) Well versed with Computer Applications, ERP/MIS operations.

Duties/Responsibilities:

1. The Wardens of Hostel shall perform such duties as are assigned to them from time to time and they shall function under the overall charge of the Chief Warden / Asst Chief Warden/ Sr. Warden. In addition to the specific duties assigned, the Wardens shall perform the following functions:
2. The Wardens shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.
3. The Wardens functioning under the overall charge/coordination of the Chief Warden / Asst Chief Warden/ Sr. Warden will be individually and collectively responsible for the smooth functioning of the hostels. Each warden shall be responsible for his/her portfolio and such responsibilities as assigned to them by the Chief Warden / Asst Chief Warden/ Sr. Warden from time to time. Under the collective responsibility principle, they are responsible together for the overall smooth functioning of the hostel and to meet any contingency.
4. Warden will be responsible for the assigned resident students.
5. Warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Chief Warden / Asst Chief Warden/ Sr. Warden all cases of misbehaviour, indiscipline, and sickness of the residents in his or her charge.
6. The Wardens should be available in the hostel office every day at specified hours (to be notified in the hostel office) to attend to official business and to residents' problems.
7. The Wardens will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.



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How to apply:

Candidates are required to send their resume along with supporting documents by E-mail to careers.nt@sgtuniversity.ac.in or by Registered Post to the following Address:

HR Department (Non-Teaching)
SGT University
(Shree Guru Gobind Singh Tricentenary University)
Gurgaon-Badli Road, Budhera,
Gurugram, Haryana 122505

The last date of submission of online applications is 15th April 2024.

No TA/DA will be paid by the SGT University for attending the interview/test.

General Conditions:

1. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Penal Code, 1860 for production of false information.
3. All correspondence from the University including test/interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised if the circumstances so warrant. Vacancies may increase or decrease.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Candidates should possess the essential qualifications as on the closing date of application.



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9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.