



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

VACANCY FOR WARDEN (MALE)

SGT University (NAAC A+ Grade Accredited), 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.

Name of the Post:	Warden (Male)
No. of vacancies	: Two
Age	: 40 to 50 years
Salary Range	: Rs. 25,000/- pm to Rs. 35,000 pm

Qualification & Experience

- Postgraduate, Experience with Academic Institutions or Universities will be preferred.
- Excellent Communication Skills. Good Command over English language
- Computer Literate (Intermediate Level), Well versed Computer Application ERP/MIS Operation
- Minimum 5 years of experience as a warden.

Duties/Responsibilities:

- Responsible for overall functioning of the hostel.
- Responsible for allotment of rooms to the hostellers.
- Responsible for maintenance of all the records and documents related to the hostel.
- Responsible for proper inventory management of hostel premises.
- Responsible for maintenance of proper hygiene, sanitation and cleanliness of the hostel premises with the help of assistant warden.
- Responsible for providing records of non-usable/damaged items to Senior Warden.
- Responsible for enforcing discipline and decorum in the dining hall.
- Responsible for looking after the quality of food served in the hostels.
- Responsible for periodic audit/physical verification of hostel inventory and occupancy in coordination with Assistant Warden.
- Responsible for maintenance of strict discipline among hostellers.
- Responsible for maintenance of the proper internal control system in the hostel premises.



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- Report any indiscipline or misbehaviour by the students to the Senior Warden/ Assistant Chief Warden.
- Make recommendations to the Senior Warden for any improvement in the hostel operations.
- Responsible for enforcing strict ban on unauthorized guest entry in the hostel premises and dining halls.
- Coordination with the accounts department to reconcile the hostel dues and receipts in a timely manner.
- Address the grievances/complaints of the hosteller promptly.
- Responsible for issuance of gate passes to hostellers and monitor their check in and check out.
- All unresolved disciplinary matters to be forwarded to the concerned authorities.
- Ensure proper arrangement of First Aid kit in the hostel for any health-related emergencies.
- Responsible for indenting inventory on ERP and collecting from stores as per requirement.
- Responsible for proper implementation of university policies and guidelines.
- Ensure all the vacant rooms are locked and not mis utilised by hostellers.
- Responsible for marking attendance of hostellers both in the morning and at night.
- Per circumstances, perform any other responsibility in sync with your position as assigned by the competent authority.

How to apply:

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply online or apply 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.



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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 Panel 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.
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.