



SITUATION VACANT

LADY WARDEN FOR GIRLS HOSTEL

1. **Type of Post** : Contractual
(3 years Contract with 1st year on probation)
2. **Age Criteria** : Minimum 35 years and not above 60 years
3. **Mandatory Qualifications/ Experience** :
 - ◆ Graduate
 - ◆ Degree/Diploma in Management/Psychology/House Keeping
 - ◆ Minimum 3 years experience as Girls Hostel Warden in a College.
4. **Preferably** :
 - ◆ Preference will be given to candidate with more than 3 years experience as Girls Hostel Warden in a College.
 - ◆ Proficiency in English, Hindi & Punjabi.
 - ◆ Computer literate. To be able to work on MS Word & MS Excel.
 - ◆ Good writing skills to collect data/prepare feedback.
 - ◆ Candidate should possess good communication skills
 - ◆ Knowledge of Fire Safety & basic First Aid.
 - ◆ Preference will be given to Veer Nari/ War widow of ESM.
5. **Emoluments** : Rs.30,000/-(Consolidated).
6. **Accn** : Stay in the Campus is mandatory.
Free Boarding & Lodging for self only except when Mess Closed.
7. **How to Apply.** Applications should reach the undersigned by 5 P.M. on **24 Aug 2024** alongwith supporting documents.
8. **Note** :
 - ◆ Only shortlisted candidates will be called for interview.
 - ◆ No TA/DA is admissible.

Principal

ARMY INSTITUTE OF LAW
SECTOR- 68, MOHALI

APPLICATION FORM FOR THE POST OF LADY WARDEN (GIRLS HOSTEL)

1. Name (in block letters) _____
2. Father's Name (in block letters) _____
3. Present postal address (in block letters) along with Tel. No and E-mail _____

Paste recent
photograph

Mob No _____ Email id _____

4. Permanent Home address (in block letters)

Mob No _____ Email id _____

5. (a) Nationality _____ (b) Marital Status _____

6. Date of Birth _____

7. Educational Qualifications (Please attach one set of attested copies alongwith original application only)

Exams Passed	University/ Board	Year of passing	Grade/ percentage	Remark
Matric				
10+2				
B.A				
M.A				
Degree/Diploma in Management/ Psychology/ House Keeping				
Computer Literate				
Any other Exam/ Knowledge of fire Safety/ First Aid				

8. List of all previous employment in order (Starting with most recent post held)

Name of Employer	Post held	Pay Scale	Period		Brief Description of Duties	Reasons for Leavings
			From	To		

9. A paragraph of self-evaluation regarding different fields of activity relating to the job.

10. Additional Information, (if any) _____

11. List of documents/ enclosures attached.

(a) _____ (b) _____ (c) _____
 (d) _____ (e) _____ (f) _____

12. Declaration. I solemnly declare that -

- (a) The above information is complete and correct.
- (b) I have never been disqualified from university work/appearing in any University examination.
- (c) I have never been dismissed either from Govt or from University, College or other public or Private Organization service.
- (b) I have never been prosecuted, kept under detention or bound down/ fined, convicted by the Court of Law for any offence.

Place :

(Signature of the applicant)

Dated: _____ 2024