

## **HOSTEL SUPERVISOR**

### **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

“A Graduate in any subject from recognized University with five years of experience as Warden/Caretaker in any Government / Defence / PWD / Universities / Autonomous Bodies. Candidates should have fluency in English and Hindi.”

**APPLICATION FEE :** An application fee of Rs.250/- shall be paid by way of demand draft drawn in favour of ‘Registrar, NALSAR University of Law’ payable at Hyderabad and should be attached along with the application form. Application fee will not be refunded.

### **SALARY:**

Salary is negotiable and will not be a constraint for qualified and well experienced candidates.

### **HOW TO APPLY**

Candidates should apply in the prescribed application form which can be downloaded from the University website [www.nalsar.ac.in](http://www.nalsar.ac.in) along with detailed bio-data and application fee and the same should be sent to the ‘Registrar, NALSAR University of Law, ‘Justice City’, Shameerpet, Medchal District – 500 101, Telangana latest by **June 27, 2018**.

### **GENERAL INFORMATION:**

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him / her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed; or by any other condition that it may deem fit. Those who are possessing higher qualifications will be given preference in short-listing the candidates. The University may constitute a Screening Committee to scrutinize the applications and short-list the candidates. Call letters for test / interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not short-listed.
2. It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
3. The University will have the right to relax any of the qualifications, experience etc.
4. The University may offer lower post to a candidate who may have applied for a higher post in case suitable candidates are not available for the advertised posts.
5. Canvassing in any form on behalf of any candidate will disqualify such a candidate.
6. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview. The University may utilize written test / skill test or seminar / colloquium / mock class as method of selection.
7. Incomplete applications in any respect shall not be considered at all.
8. No interim queries regarding test / interview / selection will be entertained.
9. University reserves the right not to fill any of the vacancies advertised, if the circumstances so warrant.
10. University will not be responsible for any postal delay at any stage.  
In case of any disputes / suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Hyderabad, which is the Headquarters of the University.



**NALSAR University of Law, Hyderabad**  
P.B.No.1, Justice City, Shameerpet, Medchal Dist. 500 101.  
Ph : 040 – 23498104 / 115 Fax: 040-23498365

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**Application form for the post of HOSTEL SUPERVISOR**

**LAST DATE FOR RECEIVING THE COMPLETED FORM : June 27, 2018**

1. Name: \_\_\_\_\_

(in capitals)

2. Date of birth: Date: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

3. Nationality: \_\_\_\_\_ Do you belong to any special category.  
(If yes indicate)

4. Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN: \_\_\_\_\_

Phone: Country code: \_\_\_\_\_ Area Code: \_\_\_\_\_ Number: \_\_\_\_\_

Fax: Country code: \_\_\_\_\_ Area Code: \_\_\_\_\_ Number: \_\_\_\_\_

Email: \_\_\_\_\_

5. Educational Qualifications (Enclose documentary evidence):

Course	Board/ University	Year of Passing	Class/ Division	Percentage	Subjects

6. Technical Qualifications (Enclose documentary evidence):

Course	Board/ University	Year of Passing	Class/ Division	Percentage

7. Experience (start from the current position) (Enclose documentary evidence)

Organization	Designation	Responsibilities	Dates	
			From	To

8. References:

Referee 1: Name and address	Referee 2: Name and address
Ph:	Ph:
Email :	Email :

**DECLARATION**

The information furnished above is true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Encl: 1. D.D No. \_\_\_\_\_ Date \_\_\_\_\_ Bank \_\_\_\_\_  
 2. Copy of C.V.