

Wardens for Boys and Girls in SAI National Swimming Academy

Position	Wardens (Male & Female) for Boys and Girls Hostels.
Location	Sports Authority of India, Dr. Syama Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi – 110 001.
Age	Up to 40 Years.
Job Type	Full Time
Emolument period of contract	Rs. 20,000/- per month (consolidate salary) for one year, extendable up to 3 years.
Date/Time & Venue of Interview	02.12.2016 at 11.00 AM at Dr. Syama Prasad Mookerjee Swimming Pool Complex, Mother Teresa Crescent Road, New Delhi – 110 001.
Key Job Responsibilities	<ul style="list-style-type: none">• Control and regulate hostel related activities in the assigned hostel/area.• Solve the day to day problems/issues that may arise in the hostel.• Maintain record of attendance in the hostel.• Managing the girls/boys trainees within the hostel premises and helping them at the required point of time.• Monitoring issues and grievances of the trainees.• Maintain proper documentation of all the trainees residing in hostel.• Ensure the maintenance of discipline in and around the hostel.• She/he has to maintain cell phones and other emergency contract numbers of the trainees.• Responsibilities for general welfare of students in the hostel.• Ensure quality and hygiene of the mess facility in the hostel.• Ensure discipline should be maintained and friendly environment is very essential part of hostel Warden.• During the day, she/he will be engaged in any of the activity at Training Centre as per his/her experience and knowledge. Other duty assigned by the Chief Operating Officer from time to time.• Ensure safety and security of the trainees in the hostel.
Qualification, Experience & Status	Should be Graduate with minimum 02 year experience as and Single Widow or Divorcee without any encumbrance.
Skill & Competencies	<ul style="list-style-type: none">• Ability to work under pressure.• Must have excellent convincing and counseling skills.• Good communication skill.• Self-motivated.• Passionate.

Food and accommodation is provided.

Warden is required to stay at the hostel on full time basis. Candidate with experience as Physical Education Teacher, Teacher & Counselor with NGO can also be considered.