

Applications are invited from the eligible internal candidates to work as I/c Warden(Dormitory) at CTTI, NAC, Hyderabad. Interested NAC employees from Teaching and Non Teaching staff can apply on or before **10.08.2017**. Selection shall be based on interview and experience.

Job role of Warden(Dormitory)

1. Shall report to Assistant Director, Hyderabad both functionally and administratively.
2. Shall take overall responsibility of Dormitory, be capable of managing about 300-400 trainees.
3. Maintaining stock registers of fixtures and furniture etc.
4. Checking of hygienic conditions, keeping the rooms clean and enforcing discipline at Dormitory.
5. Allotting beds, providing buckets, bed sheets etc., at the time admission with proper entry in the register.
6. Registering biometric IDs, maintaining both biometric & manual attendance for Breakfast, Lunch and Dinner.
7. Maintaining grievance register, first aid box, keeping medicines availability time to time as per DDUGKY norms.
8. Maintaining attendance for visiting Doctor & Yoga trainer and claiming of salary for both.
9. Shall be available **24/7** in NAC premises including holidays, rent free accommodation shall be provided in the campus quarters as per their eligibility and vacancy.
10. Any other work assigned by higher authority


Director (CTTI)

Copy to
All RDs, ADs in the state
Director(HDI),
Director(WRDI)
Director(P&PR),
Director(F) } for circulating among staff under their control
AD(Admn) for information.
AD(AM) for information
DG Peshi for favour of kind information.
Notice boards