



## THE NATIONAL UNIVERSITY OF ADVANCED LEGAL STUDIES (NUALS)

No. NUALS/ADMN/EST/A1/1536/C&HA/01/2025

Dated 31.12.2025

### NOTIFICATION

**Sub: Recruitment to the post of Campus & Hostel Administrator (on contract) – Reg.**

The National University of Advanced Legal Studies (NUALS), Kochi, invites applications from qualified and experienced candidates, for the post of '**Campus & Hostel Administrator (On Contract Basis)**' for a period of one year.

Minimum Qualifications	1) Bachelors Degree in any discipline 2) Person with rich experience in Personnel Management  <i>Preference shall be given to Ex-Servicemen</i>
Consolidated monthly Remuneration	Rs.40,000/- (Rupees Forty Thousand only) (Residential Facility will be provided)
Duration of contract	Not above One Year
Upper Age limit	56 (Fifty six) years
Registration Fees	Rs.1,000/- (Rupees One Thousand only for General and Rs.250/- (Rupees Two hundred and fifty only) for candidates belonging to SC/ST Communities. The Registration fee is to be remitted by way of <u>Demand Draft</u> Drawn in favour of 'The Registrar, NUALS', payable at Ernakulam.
How to apply	The prescribed application form can be downloaded from NUALS Website ( <a href="http://www.nuals.ac.in">www.nuals.ac.in</a> ) and filled up applications are to be submitted to ' <b>The Registrar, The National University of Advanced Legal Studies (NUALS), HMT Colony (P.O.), Kalamassery, Kerala – 683503.</b> ' The applications should be submitted along with self-attested copies of all relevant documents in proof of qualification, service details, experience, date of birth, religion, caste etc.

Job description	<p><b>1. Job Role</b></p> <ul style="list-style-type: none"> <li>• Support the University Administration in managing day-to-day campus operations.</li> <li>• Supervise security, hostel services, gardening, electrical, plumbing, cleaning, and asset management across all facilities.</li> <li>• Ensure effective asset utilization, maintenance and upkeep of the MKD Centre, Academic Block, Administrative Block, Boys Hostel, Girls Hostel, Faculty Apartments, Guest House,</li> <li>• Maintenance and upkeep of the official residences of the Vice Chancellor and Registrar.</li> <li>• Certify biometric attendance records of service staff for monthly disbursement of service charges.</li> <li>• Liaison with Administration, students, parents, visitors and police or any other authorities.</li> <li>• Maintain decency, decorum and peaceful atmosphere within the campus which is conducive to the academic environment in a national level academic institution.</li> <li>• Display high level of inter personal skills and maintain cordial relationship with staff, students, faculty, parents, service providers and visitors.</li> <li>• Stay inside the campus including on public holidays and be available at all times as required by the authorities.</li> <li>• To be physically present on all events of importance at national, state and university levels, and to supervise and coordinate task wise requirements for their smooth conduct from start to end.</li> </ul> <p><b>2. Duties &amp; Responsibilities</b></p> <p>A. Residence Requirement – Must reside within the campus and be available on call for emergencies or administrative requirements.</p> <p>B. Campus Supervision</p> <p>Responsible for overall supervision of the maintenance of:</p> <ul style="list-style-type: none"> <li>• Academic Block</li> <li>• Administrative Block</li> <li>• MKD Centre</li> <li>• Boys Hostel &amp; Girls Hostel</li> <li>• Faculty Apartments</li> <li>• University Guest House</li> <li>• Official Residences of the Vice Chancellor and Registrar</li> </ul>
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	<p><b>C. Hostel Administration</b></p> <ul style="list-style-type: none"> <li>• Oversee upkeep, discipline, and mess matters in coordination with the Hostel Warden and the Mess Committee.</li> <li>• Supervise hostel workers, ensuring proper performance without disturbances to inmates.</li> </ul> <p><b>3. Personnel Management &amp; Emergencies</b></p> <ul style="list-style-type: none"> <li>• Fully responsible for personnel management of service staff.</li> <li>• Handle emergency situations promptly and effectively.</li> </ul> <p><b>4. Security Arrangements</b></p> <ul style="list-style-type: none"> <li>• Supervise general campus security (three-shift system) and hostel security.</li> <li>• Ensure no lapses in security while maintaining dignity of visitors and dignitaries.</li> <li>• Maintain incident logs and conduct periodic compliance checks.</li> </ul> <p><b>5. Housekeeping &amp; Cleaning Services</b></p> <ul style="list-style-type: none"> <li>• Oversee housekeeping staff for classrooms, hostels, administrative offices, and common areas.</li> <li>• Ensure hygiene standards and daily cleaning schedules are met.</li> <li>• Ensure that the campus is fully compliant with the green protocol and government mandated waste management requirements throughout the year including during vacation time.</li> </ul> <p><b>6. Gardening Services</b></p> <ul style="list-style-type: none"> <li>• Supervise gardening staff to maintain lawns, gardens, and green spaces.</li> <li>• Conduct periodic inspections to ensure upkeep and aesthetics.</li> </ul> <p><b>7. Electrical &amp; Plumbing Services</b></p> <ul style="list-style-type: none"> <li>• Supervise electricians and plumbers for timely repairs and preventive maintenance.</li> <li>• Maintain service request records and ensure zero downtime in critical facilities.</li> </ul>
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	<p><b>8. Asset Utilization &amp; Facility Management</b></p> <ul style="list-style-type: none"> <li>• Monitor usage and upkeep of MKD Centre, Academic Block, Administrative Block, Boys Hostel, Girls Hostel, Faculty Apartments, Guest House, and official residences.</li> <li>• Maintain asset registers, track utilization, and prepare quarterly reports.</li> <li>• Conduct annual asset audits with minimal discrepancies.</li> </ul> <p><b>9. Attendance Certification</b></p> <ul style="list-style-type: none"> <li>• Monitor biometric attendance of all service staff (security, hostel, gardening, electrical, plumbing, cleaning).</li> <li>• Certify attendance records monthly for disbursement of service charges/monthly remuneration.</li> <li>• Flag and resolve discrepancies before certification.</li> </ul> <p><b>10. Event &amp; Academic Support</b></p> <ul style="list-style-type: none"> <li>• Provide logistical support for seminars, conferences, and cultural events.</li> <li>• Ensure venues and equipment are prepared and functional.</li> </ul> <p><b>11. Other Duties</b></p> <ul style="list-style-type: none"> <li>• Conduct routine maintenance of all assets and landed property under his supervision during vacation time so that the life in campus is minimally affected. For this he is to identify the repair requirements and to prepare suitable proposals well in advance.</li> <li>• Maintenance of stock upkeep of assets condition under his supervision.</li> <li>• Periodic disposal of damaged assets, consumables or any other saleable material from time to time, as per the applicable purchase and disposal policies.</li> <li>• Carry out any other related responsibilities assigned by the authorities from time to time.</li> </ul>
Last date for receipt of Applications	16.01.2026

**REGISTRAR**



## THE NATIONAL UNIVERSITY OF ADVANCED LEGAL STUDIES (NUALS)

NUALS Campus, HMT Colony P.O., Kalamassery, Kochi – 683 503, Kerala

Ph: 0484 2555990, 944689906, 9446899035

registrar@nuals.ac.in      Website: [www.nuals.ac.in](http://www.nuals.ac.in)

### APPLICATION FOR THE POST OF CAMPUS & HOSTEL ADMINISTRATOR

(ON CONTRACT BASIS)

Affix a recent photograph and self attest the same.

1.	Name in full (IN BLOCK LETTERS)	
2.	Full Address to which Communications are to be sent	
3.	(a) Age	
	(b) Date of Birth	
4	Email address and Mobile Number	
5	Religion & Community  (Indicate whether belonging to SC/ST)	

6	Educational Qualifications (upto the Graduation – add details of higher qualifications, if any)		
Name of Examination passed	Name of Board/University	Year of passing	Division with % of Marks.

7	Full details of experience (Attach full details of experience, with valid proofs)	
8	If retired/ Having working experience, give full details and attach documents in proof (If Ex-service man, specify the details)	
9	List of enclosures	
10	Details of Fee Paid	

#### DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge and belief. I agree to bind myself to the conditions of service of the National University of Advanced Legal Studies, Kochi, that may be drawn up from time to time.

Place:

Signature of the applicant:

Date:

Name:

(IN BLOCK LETTERS)