

VACANCY NOTIFICATION

Employer:	O.P. Jindal Global University.
Level of Post:	-
Name of the Post:	Student Welfare Officer
Salary range per month	Gross Salary Range: 40, 000- 60, 000 per month.
Job Function, Place of Initial Posting	Copy attached below
<u>Qualification</u> *	<u>Essential:</u> Graduation (Minimum)
<u>Experience:</u>	-
Age Range (in years).	No bar
No of vacancies	10
Additional Benefits offered:	Accommodation, Health and accidental insurance coverage along with other benefits and privileges.
Last date to received names from RSB/ZSB	09 Jun 2022.
Note 1:-All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website against each Vacancy and forward the same duly Completed in All respects through their ZilaSainik Boards/ RajyaSainik Boards only (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.	
Note 2: All interested and eligible candidates are requested to forward their names through their respective RajyaSainik Board/ ZilaSainik Board to DGR.	
* All Disabled ESM applying for the post should mention their Priority No. as given to them by the DGET.	



O.P. JINDAL GLOBAL
INSTITUTION OF EMINENCE DEEMED TO BE
UNIVERSITY
A Private University Promoting Public Service

O.P. Jindal Global University (JGU) is a multi-disciplinary and research oriented university founded in 2009. JGU is a non-profit global and research focused university. JGU maintains a 1:9 faculty-student ratio and appoints faculty members from India and different parts of the world with outstanding academic qualifications and experience.

With over 8,000 students and 900+ full time faculty members, studying and living on a fully residential campus, JGU's twelve schools focus on Law, Business & Management, International Affairs, Public Policy, Liberal Arts & Humanities, Journalism, Art & Architecture, Banking & Finance, Environment & Sustainability, Psychology & Counselling, Languages & Literature and Public Health & Human Development. Over the last decade, JGU has grown into an institution that brings full time faculty from over 40 countries in the world, students from 20 countries and has collaborated with over 300 leading institutions in 65 countries to bring international learning experiences to the Indian higher education system.

JGU is ranked as India's Number 1 Private University by the prestigious QS World University Rankings 2022. JGU has also been recognized among the Top 150 universities globally under the age of 50 years by the QS Young University Rankings. The Jindal Global Law School has been ranked as India's Number 1 Law School and also ranked as the world's 76th best Law School by the QS World University Rankings by Subject 2021. In 2020, JGU was recognized as an 'Institution of Eminence' by the Ministry of Education, Government of India.

Job Title: Student Welfare Officer

Primary Work Location:
University Campus, Sonipat (NCR of Delhi)

Job Tasks and Responsibilities:

- To be responsible, in consultation with the Administration, for smooth functioning of the hostel.
- To keep close contact with the students and pay close supervision to health, hygiene and general life in the hostel.
- To ensure that the students adhere to the hostel rules (as defined in the Student Handbook) properly and maintain discipline and decorum; and promptly report to the Administration all cases of misbehavior, indiscipline, and sickness of students.

- To ensure pastoral care of students; lifestyle coaching & mentoring of students to enrich the lives of students.
- To ensure maintenance of discipline and decorum among students while performing at sports, festivals or cultural programmes
- To supervise & monitor students out passes and inform parents as and when required as per the JGU guidelines.
- To be responsible for the overall security of the hostel in coordination with the concerned Security Officer.
- To oversee the allotment of hostel rooms after making a list of inventories available in the room, constantly monitor and supervise them for the general upkeep of the hostel.
- To periodically verify the furniture and fittings of the hostel and take action for their repair/replacement or for obtaining additional furniture.
- To ensure that Facilities Management Team (FMO) maintains the proper upkeep and maintenance of the hostel premises.

Other Skills:

- Organisational skills and attention to detail;
- Communication and interpersonal skills;
- Leadership & Team Management skills;
- Excellent organizational skills with the ability to deliver to set deadlines;
- Strong interpersonal, report writing and statistical analysis skills with the ability to communicate at all levels;
- Excellent presentation and communication skills;
- Proven ability in multitasking and prioritizing workload;
- A flexible, target-driven, proactive approach;
- Administrative and IT skills;
- Self-motivation and enthusiasm.

Experience & Qualification:

- Freshers and candidates with relevant work experience
- Bachelors' degree from a reputed Institute/ University