



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

FEMALE HOSTEL (KDU)

ACADEMIC SUB WARDEN - FEMALE

Post of Academic Sub Warden – Female

- Applications are invited from permanent academic, academic support staff for the post of Academic Sub Warden.

(Selected candidates will be provided with free accommodations at the respective hall).

DUTIES ASSIGNED TO THE ACADEMIC SUB WARDEN ARE AS FOLLOWS;

1. Maintenance of discipline of students in the halls of residence.
2. Overseeing the welfare facilities of the resident students.
3. It will be your responsibility to see that;
 - a. No authorized persons are residing at their halls of residence at any given time
 - b. No ragging or any other harassment or intimidation is taking place at the halls of residence.
 - c. Make sure that a proper system of security is provided to the persons residing at the halls and also to the University Properties.
 - d. Protecting the University property & prevent vandalism in the halls of residence.
4. You are required to hold a monthly meeting of the “Hall Management Committee” and forwarded the minutes of the same to the Vice – Chancellor through the Deputy Vice Chancellor (Defence & Admin.).
5. Extend fullest cooperation to the students at your hall of residence in their extra curricular activities.
6. It is your responsibility to give the fullest cooperation to all activities of the full time sub warden.
7. Any violations of item (03) above to be informed promptly to the Vice Chancellor. In the absence of the Vice Chancellor to the Deputy Vice Chancellor (Defence & Administration) through the Registrar.

Those interested are kindly requested to send their application (Annexure “A”) through the respective Head of Department and Dean of the Faculty to Registrar’s office on or before “15.08.2023”