



BADMINTON ASSOCIATION OF INDIA

(Affiliated to the Badminton World Federation and Badminton Asia Confederation)

PRESIDENT
DR. HIMANTA BISWA SARMA
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JOB OPENING: HOSTEL WARDEN FOR THE BAI NATIONAL CENTRE OF EXCELLENCE, GUWAHATI, ASSAM

Position: Hostel Warden

Location: BAI National Centre of Excellence, Guwahati, Assam, India

Nos. of Position: 01

Job Description:

The BAI National Centre of Excellence in Guwahati, Assam, is seeking a responsible and experienced Hostel Warden to join our dedicated team. As a Hostel Warden, you will be responsible for overseeing the well-being and discipline of athletes residing in the centre's hostel. Your role will contribute to creating a safe and supportive environment for the athletes' overall development.

Responsibilities:

- Supervise the day-to-day operations of the hostel, including the welfare and safety of the athletes.
- Ensure the smooth functioning of hostel facilities, including cleanliness, maintenance, and adherence to safety standards.
- Monitor and enforce discipline among the athletes, promoting a culture of respect, responsibility and adherence to centre rules and regulations.
- Maintain accurate records of hostel residents, including attendance, leaves and any disciplinary actions taken.
- Foster a positive and inclusive environment within the hostel, encouraging teamwork, camaraderie and personal growth.
- Address any concerns or conflicts among hostel residents, promoting effective communication and conflict resolution.
- Collaborate with the coaching staff, support personnel and parents to ensure the athletes' well-being and academic progress.
- Coordinate with the kitchen staff to ensure that nutritious meals are provided to the athletes as per dietary requirements.
- Conduct regular inspections of the hostel premises to ensure safety, cleanliness and compliance with regulations.
- Coordinate and assist in organizing recreational and extracurricular activities for the athletes.

Qualifications:

- Bachelor's degree in Social Work, Hospitality Management or a related field (Master's degree preferred).
- Proven experience in hostel management or a related field, preferably in a sports or educational setting.
- Excellent communication and interpersonal skills to effectively interact with athletes, coaches, parents and support staff.
- Strong leadership and problem-solving abilities to manage hostel operations and handle any disciplinary issues.



BAI Office - D-6/10, Ground Floor, Vasant Vihar, New Delhi - 110057, India

Phone: +91-11-41450524/5, Email: info@badmintonindia.org, Website: badmintonindia.org



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- Knowledge of safety and security protocols and ability to ensure compliance within the hostel premises.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in English and Hindi, both written and spoken.
- Basic computer skills to maintain records and communicate via email.

NOTE: Ex-Defence services personnel will be given preference.

Remuneration: INR 43,000-50,000/- NEGOTIABLE

Application Process:

- Interested candidates are requested to submit the following documents via email to **bainecguwahati@gmail.com**
- Detailed resume outlining educational qualifications and relevant experience.
- Cover letter explaining your motivation for applying and your approach to hostel management.
- Copies of relevant educational certificates and any additional certifications.
- Contact information of three professional references.

Note: Only shortlisted candidates will be contacted for further evaluation and interview.

Application Deadline: July 27, 2023

The BAI National Centre of Excellence is an equal opportunity employer committed to promoting diversity and inclusion.

We look forward to receiving your application and welcoming a responsible and dedicated Hostel Warden to join our team at the BAI National Centre of Excellence in Guwahati, Assam. Together, we will ensure a nurturing and supportive environment for our athletes' holistic development.



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