

**GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2nd LEVEL, 'A' WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002**

EMPLOYMENT NOTICE

Applications are invited for engagement of 01 (One) Consultant-cum-Manager (House Keeping Services) for Delhi Secretariat, purely on a contract basis, in General Administration Department, Govt. of NCT of Delhi, on the following terms and conditions: -

Maximum Age Limit

The maximum age limit shall be 45 years as on the last date of receipt of applications.

Period of Engagement

The initial period of engagement shall be one year, which may be extended on a year-to-year basis for a maximum period of three years, subject to satisfactory performance and the approval of the competent authority. The selected candidate shall be required to execute a contract agreement/bond in favour of the Government, as prescribed.

Emoluments

The Consultant-cum-Manager (House Keeping Services), Delhi Secretariat, shall be paid a consolidated remuneration of **Rs.85,000/- (Rupees Eighty Five Thousand Only)** per month. In case the incumbent keeps on working to the entire satisfaction of the employer, the remuneration could be considered for increase after successfully working for one year.

Qualification and Experience

The applicant must possess a degree/diploma in Housekeeping, Hospitality, Management or Business Management from a recognised institute, along with a minimum of ten (10) years of experience in the relevant field. The applicant should be well conversant with interior management and proficient in spoken English and Hindi.

Duties of the Consultant-cum-House Keeping Manager

The Consultant-cum-House Keeping Manager shall report to the Deputy Secretary (Caretaking), General Administration Department, Govt. of NCT of Delhi.

The incumbent shall be responsible for organising, monitoring and supervising housekeeping services at Delhi Secretariat, including sanitation, civil and electrical maintenance, horticultural work, reception services, lift operations, pest control and other related facility management activities.

The incumbent shall be required to have access to a personal vehicle for the efficient discharge of official duties.

Last date of receipt of applications

Complete bio-data, along with self-attested copies of certificates/documents in support of educational qualifications and experience, must reach the Office of the Joint Secretary, General Administration Department, Government of NCT of Delhi, Room No. C-202, 2nd Level, Delhi Secretariat, I.P. Estate, New Delhi – 110002, on or before 20.11.2026.

The envelope containing the application should be super-scribed in bold letters as:

"APPLICATION FOR CONSULTANT-CUM-MANAGER (HOUSE KEEPING SERVICES), DELHI SECRETARIAT".

Applications received after the stipulated date will not be considered under any circumstances whatsoever.



Joint Secretary/HoO (GAD)