

**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-House Keeping Manager for Delhi Secretariat, New Delhi, purely on contract basis for one year, in General Administration Department, Govt. of NCT of Delhi, on the following terms and conditions :-

Maximum Age Limit : 45 years (as on last date of receipt of application)

Period of Engagement

The initial contract will be for one year, extendable upto three years on year to year basis, subject to satisfactory performance. The candidate engaged as House Keeping Manager will be have to execute bond of contract in favour of the Government.

Emoluments

Consultant-cum-House Keeping Manager, Delhi Secretariat, will be paid a consolidated remuneration of **Rs.75,000/- (Rupees Seventy 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

A Degree/Diploma in House Keeping/Hospitality Management/Business Management from a recognized Institute with minimum of ten (10) years experience in relevant field, well conversant with Interior Management and well conversant in speaking English and Hindi. The experience could be relaxed at the discretion of the Selection Committee in case of applicants, who have worked independently in organization requiring very high degree of skills.

Duties of the Consultant-cum-House Keeping Manager

Consultant-cum-House Keeping Manager shall report to the Deputy Secretary (Caretaking), General Administration Department, Govt. of NCT of Delhi. The incumbent must have a vehicle for the efficient discharge of his/her duties. The incumbent will be responsible for organizing, monitoring and supervising house keeping work of Delhi Secretariat, including overseeing the work of sanitation, maintenance of civil, electrical and horticultural work, reception, lifts, pest control, etc.

Last date of receipt of applications

Curriculum Vitae of the candidates and self attested copies of their qualifications and experience certificates must reach the Deputy Secretary (GAD), General Administration Department, Govt. of NCT of Delhi, Room No. C-202, 2nd Level, Delhi Secretariat, I.P. Estate, New Delhi-110002, **by 15/06/2023**. The envelope containing the application should be super-scribed in bold letters as "**APPLICATION FOR CONSULTANT-CUM-HOUSE KEEPING MANAGER, DELHI SECRETARIAT**".

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

Deputy Secretary (GAD)