

MOST URGENT

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

F.No.18/56/2019/HKM/GAD/Admn./PF-I/1189

Dated :- 19/05/2020

To

The Dy. Secretary (I.T.)
Department of Information Technology
Govt. of NCT of Delhi
Delhi Secretariat, I.P. Estate
New Delhi-110002

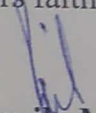
Sub: **Uploading of advertisement for the post of Consultant-cum-House Keeping Manager, Delhi Secretariat, on the website of General Administration Department**

Sir,

Please find enclosed herewith the detailed advertisement for the post of Consultant-cum-House Keeping Manager, Delhi Secretariat. The advertisement is to be published in two leading English & Hindi Newspapers of Delhi on 20.05.2020.

It is requested that the same may kindly be uploaded on the website of General Administration Department, i.e. <http://gad.delhi.gov.in>, in order to enable the applicants to go through before applying for the post.

Yours faithfully,


(Promila Mitra)
Deputy Secretary (GAD)

Encl.: as above

GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2ND LEVEL, 'A' WING: DELHI SECRETARIAT
NEW DELHI - 110002

EMPLOYMENT NOTICE

Applications are invited for 01 post of Consultant-Cum-House Keeping Manager for Delhi Secretariat, New Delhi, purely on contract basis in General Administration Department, Govt. of NCT of Delhi on following terms and conditions:-

Age limit: Maximum 45 years.

Period of Engagement

The initial contract will be for one year, extendable upto three years, subject to satisfactory performance. The candidate appointed to the said post will 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.60,000/- 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 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), GAD. 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 application

Application along with Curriculum Vitae of the candidates and self attested copies of their qualifications and experience certificates must reach the Deputy Secretary (Admn.), General Administration Department, Room No. C-202, 2nd Level, Delhi Secretariat, I.P. Estate, New Delhi - 110002, within **30 days** from the date of publication of this notice in the newspaper. The envelope containing application should be super-scribed in bold letters as "**APPLICATION FOR CONSULTANT-CUM-HOUSE KEEPING MANAGER, DELHI SECRETARIAT**". Applications received after the stipulated period will not be considered under any circumstances whatsoever.

Deputy Secretary (GAD)

