

CIVIL SERVICES OFFICERS' INSTITUTE (CSOI)
K.G. Marg and Vinay Marg, New Delhi

Applications are invited from the retired officers of Central Government/State Governments/Union Territories/PSUs/Autonomous Organizations/Defence sector and person from private sector for the post of General Manager, Civil Services Officers' Institute (CSOI), Vinay Marg and K.G. Marg, New Delhi-110021. Detailed terms and conditions and other eligibility criteria like age limit, educational qualification, method of recruitment etc. are given below:

Name of Post	General Manager, CSOI
Number of Posts	1 (One)
Method of Recruitment	Short term contract basis
Eligibility	<ul style="list-style-type: none"> a. Retired Deputy Secretary/Director of Central Government/ State Government/ Union Territories Organizations, Or Colonel or equivalent from Armed forces or persons with similar status from Public Sector/ autonomous organizations. b. Persons from Private Sector
Salary/Pay	<ul style="list-style-type: none"> a. For retired Deputy Secretary/Director of Central Government/State government/Union Territories organizations, or Colonel or equivalent from Defence sector appointed on contract basis, the compensation shall be as per the extant instructions prescribed by Government of India under DoE's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 and amended from time to time. b. For officers retired under the National Pension System (NPS) category or officers not covered under the Central Pay Structure (PSUs) or persons from Private Sector, appointed on contract basis, the compensation shall be Rs 1,25,000/- p.m. (consolidated) However, based on the performance, an annual increase in remuneration as applicable to other CSOI's employees may be considered.
Upper Age Limit	<ul style="list-style-type: none"> i. 62 years for retired Government Officers of the level of Deputy Secretary to Government of India or equivalent from Armed forces, or persons with similar status from Public Sector/ autonomous organizations. ii. Below 50 years for the persons from private sector.

Educational and other qualifications	<p>A. For Retired Deputy Secretary/Director of Central Government/State Government/Union Territories organizations, or Colonel or equivalent from Defence sector or persons with similar status from Public sector/ autonomous organizations</p> <p><u>Essential:</u> Degree in any discipline from recognized University</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Degree in Law or Diploma in Personnel Management ii. Diploma in Hospitality Management & Hotel Administration from a recognized Institute. <p><u>Experience:</u></p> <p>10 years experience in Personnel Management or General Administration or Hospitality Sector and Hotel/Club/Mess administration in Government/PSUs/Autonomous Organization/any other institution of repute.</p> <p>B. For Private Sector Persons</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> i. Degree in any discipline from recognized University. ii. Diploma in Hospitality Management & Hotel Administration from a recognized Institute. <p><u>Desirable:</u> Degree in Law or Diploma in Personnel Management</p> <p><u>Experience:</u> As mentioned in (A) above</p> <p><u>Term of Engagement:</u></p> <p>Appointment shall be on contract basis initially for a period of 02 years, which could be extended from year to year basis up to maximum of 05 years, subject to satisfactory performance and willingness of the person concerned.</p>
Probation Period	<p>There will be a probation period of six months. At the end of the period, the performance will be reviewed and if found satisfactory, the continuation of employment will be confirmed.</p>
Period of Notice	<p>Employer/ Employee can terminate contract by giving one month notice after probation period is over.</p>
Power to relax	<p>The competent authority shall have the power to relax any of the condition(s) mentioned above. Further, the competent authority shall have the power to bring in any changes in the terms and conditions, from time to time, including change in allowance.</p>

Note: Candidate and the spouse holding membership of CSOI will have to relinquish their membership of CSOI in case of selection to the post of General Manager, CSOI.

JOB DESCRIPTION OF GENERAL MANAGER FOR K.G.MARG & VINAY MARG, NEW DELHI

- Perform and be responsible and in-charge of all work relating to both the campuses of CSOI at Vinay Marg & K. G. Marg, New Delhi, for their overall smooth operation and functioning.
- Perform other day-to-day duties and responsibilities which comprise contract management of service providers, F&B services, Housing Keeping, Security & Salon services, event management etc.
- Should have good communications and interpersonal skills, fair knowledge of computer applications like MS Word, MS Excel, Power Point etc.
- Coordination with local bodies for licenses and maintenance of facilities in CSOI (Gymnasium, Swimming Pool, Auditorium, Party Halls, Restaurant and Bar etc.)
- Monitor all services of F&B, Security, Housekeeping, etc. for their efficacy. Ensure all sports and entertainment facilities are operational defect free.
- Handle all official correspondence including members on daily basis and reply to all queries on e-mail/letters.
- Checking of daily cash sale of all facilities & sign DCCR summaries.
- Plan, organize and conduct all meetings including AGM, quarterly Executive Committee, monthly Working Committee and all Sub- Committee meetings and circulate agenda and MOM along with action to be taken report in timely manner.
- Strict Vendors' Management for services rendered at both locations of CSOI at Vinay Marg & KG Marg along with timely renewal of contracts and payment of all the vendors/ service providers with regular monitoring
- Follow up tax refunds & statutory audit.
- Get accounts closed at the month end and annual accounts audited.
- Ensure all facilities are kept in operations.
- Handling & follow up of all court cases.
- Event management and overall conduct.
- Address members redressals if any and interaction with members on regular basis to identify improvement areas.
- Appellate authority for RTI.

- The General Manager shall report to Joint Secretary, (CSOI) & Chief Welfare Officer (CWO).
- The power and authority of General Manager shall be derived from the Articles of Association, Bye-laws and other prevailing rules and regulations of CSOI along with various decisions and directions of the management, Governing Council, Executive Committee and Working Committee.
- Any other directions given by the higher authorities in CSOI management.

Duty hours will be for eight hours from 10:00 AM to 06:00 PM on six days of a week with Tuesday as weekly off. However, you may be called on duty before and after duty hours or on Tuesday in case of exigency of work.

The competent authority shall have the power to bring in any changes in the terms and conditions, from time to time, including change in allowance.

APPLICATION FORM

1. Name of the post for: **General Manager, Civil Services Officers' Institute (CSOI).**
2. Name & address (in block letters):
3. Mobile No. and e-mail address:
4. Date of birth:
5. Present Post held:
6. If retired, date of retirement:
7. Pay drawn at the time of retirement:
8. If retired, whether receiving pension:
If yes, mention the amount of pension:
9. Whether educational and other qualifications required for the post are satisfied:

Qualifications/ Experience required	Qualifications/ Experience possessed

10. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature if the space below is insufficient:

Office/Inst./Organization	Post held	From	To	Scale Pay	Nature of Duties

11. Any other relevant information (use a separate sheet, if necessary):

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time, I am found to have concealed/ distorted any material information, my contract shall be liable to be summarily terminated without notice/ compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

Place:

Dated:

Signature of the Applicant