

<p align="center"><b>Civil Services Officers' Institute</b>          Vinay Marg, Chanakya Puri,          New Delhi-110021          Tel.: 011-24195300/01</p>	
<b>REQUIRES</b>	
<b>Senior Manager -1</b>	
<b>Method of Recruitment</b>	Short term contract basis.
<b>Experience</b>	Persons from private sector who have worked in reputed Club/ Hospitality Industry with adequate knowledge in the field of Administration/ Operations/ Finance/ IT & Legal matters with minimum 5 years of experience.
<b>Salary/ Pay</b>	Compensation shall be ₹1 Lakh per month (consolidated)
<b>Age Limit</b>	Between 35 to 55 Years.
<b>Educational and other qualifications</b>	<p><b>Essential:</b> Diploma/ Degree in Hotel Mgt. &amp; MBA.</p> <p><b>Desirable:</b> Degree in Law or Diploma in Personnel Management.</p> <p><b>Terms of Engagement:</b> Appointments shall be on contractual basis initially for a period of 01 year, which can be extended from year-to-year basis up to age of 60 years or subject to satisfactory performance and willingness of the person concerned.</p>
<b>Probation Period</b>	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.
<b>Period of Notice</b>	Employer/ Employee can terminate contract by giving one month notice after probation period is over.

## **JOB DESCRIPTION OF SENIOR MANAGER**

- Perform day-to-day duties and responsibilities which comprise contract management of service providers, F&B services, House Keeping, Security & Salon services, Event management etc.
- Should have good communications and interpersonal skills, fair knowledge of computer applications like MS Word, MS Excel, and 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.
- Plan organize and conduct all meetings including AGM, quarterly Executive Committee, monthly Working committee and all Sub-Committee meetings, in consultation with GM, CSOI 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.
- CPIO for RTI. The Sr. Manager shall report to GM, CSOI and in absence of GM to Chief Welfare Officer (CWO), DoPT & JS, CSOI.
- Any other directions given by the GM and higher authorities in CSOI management.

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**REQUIRES**

**Manager (Technical) - 1**

Resident of Delhi & NCR; Degree in Civil/ Elect/ Mech. Engineering with at least 25 years' experience in handling maintenance and repairs of Civil/ Electrical/ Horticultural maintenance/ Repair/ Renovation works etc. of buildings. Retired/ Retiring/ serving Govt. officers with relevant experience may also apply. Diploma Holders with 20 years' service experience will be treated at par with graduates. Experience in HVAC, Fire Control, Health Club, Maintenance of Swimming Pools, Auditorium etc. would be added advantage. Age below 62 years as on December 1, 2025. Consolidated monthly remuneration – ₹60,000/- pm.

Note: 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.