

**TERMS AND CONDITIONS FOR THE POST OF GENERAL MANAGER,
CIVIL SERVICES OFFICERS' INSTITUTE (CSOI), NEW DELHI**

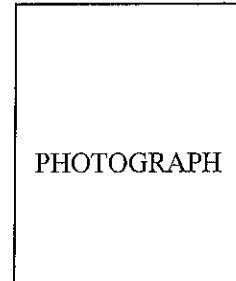
Applications are invited from the Retired officers of Central Government/State Government/Union Territories/PSUs/Autonomous Organisations and from persons from Private Sector for the post of General Manager, Civil Services Officers' Institute (CSOI), Vinay Marg, Chanakyapuri, New Delhi-110021. Detailed terms and conditions and other eligibility criteria i.e. age limit, educational qualification, method of recruitment etc. are given below:

Name of the Post :	GENERAL MANAGER, CSOI
No. of Post :	One
Method of Recruitment :	Short term Contract basis.
Eligibility :	(a) Retired Deputy Secretary/Director of Central Government/State Government/Union Territories Organisations, or Colonel or equivalent from Armed forces or persons with similar status from Public Sector/ autonomous organisations. (b) Persons from Private Sector.
Salary/ Pay :	(a) For retired Deputy Secretary/Director of Central Government/State government/Union Territories organisations, or Colonel or equivalent from Armed forces or persons with similar status from Public Sector/ autonomous organisations, appointed on contract basis the compensation shall be last pay drawn minus pension. Dearness pay on pension will not permissible. Other terms and conditions as stipulated. (b) Rs 1,25,000/- p.m. (consolidated) for appointment made on contract basis in respect of persons from private sector. No other allowances are admissible.
Upper Age Limits :	(b) 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 organisations. (b) Below 50 years for the persons from private sector.

<p>Educational and Other Qualifications :</p>	<p>(A) For retired Deputy Secretary/Director of Central Government/State government/Union Territories organisations, or Colonel or equivalent from Armed forces or persons with similar status from Public Sector/ autonomous organisations <u>Essential:</u> Degree in any discipline from recognized University.</p> <p><u>Desirable</u> (c) Diploma in Hospitality Management & Hotel Administration from a recognized Institute. (d) Degree in Law or Diploma in Personal Management</p> <p><u>Experience:</u> 10 years experience in Personnel Management or General Administration or Hospitality Sector and Hotel/Club/Mess administration in Government/PSUs/Autonomous Organisation/any other institution of repute.</p> <p>(B) For private sector persons. <u>Essential:</u> (i) Degree in any discipline from recognised University. (ii) Diploma in Hospitality Management & Hotel Administration from a recognized Institute.</p> <p><u>Desirable:</u> Degree in Law or Diploma in Personal Management.</p> <p><u>Experience:</u> As mentioned in (A) above.</p>
<p>Probation Period :</p>	<p>There will be a probation period of six month. At the end of the period, the performance will be reviewed and if found satisfactory, the continuation of employment will be confirmed.</p>
<p>Period of Notice :</p>	<p>Employer/Employee can terminate contract by giving one month notice after probation period is over.</p>
<p>Term of Engagement :</p>	<p>Appointment shall be on contract basis initially for a period of 02 year, 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>
<p>Power to relax :</p>	<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 to avoid conflict of interest in dealing with the matters of CSOI.*

APPLICATION FORM



1. Name of the post for: **General Manager, Civil Services Officers' Institute (CSOI).**
2. Name & address (in block letters):
3. Mobile Tel Nos. 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 so, 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./ Organisation	Post held	From	To	Scale Pay	Nature of Duties

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