

REQUIREMENT

The Council for the Indian School Certificate Examinations (CISCE) recognized as a premier national Examination Board in the country wishes to engage an **ESTATE MANAGER** especially an Ex-Serviceman with the right kind of expertise, aptitude and communication skills in English on retainership basis to look after and maintain the Properties at Delhi and Noida. Detailed job descriptions are given below:

The applicant should be well versed with the following Building Services and have a minimum of Five years' experience in the same or related field.

- 1) Civil / Interior Works
- 2) Plumbing Works
- 3) Electrical Works
- 4) Air – Conditioning Works
- 5) Fire Fighting Works
- 6) Horticulture Works
- 7) House Keeping and Security

OBLIGATIONS OF ESTATE MANAGER

- The ESTATE MANAGER shall ensure International Standards of Services.
- The ESTATE MANAGER is to oversee and manage all works related to the upkeep and housekeeping of the building as enumerated in the above 7 streams.
- The ESTATE MANAGER shall be responsible and liable for compliance with all statutory obligations.
- The ESTATE MANAGER from time to time shall recommend to the CISCE measures as necessary or desirable for the purposes of maintaining and improving the amenities of the CISCE Premises.
- The ESTATE MANAGER shall obtain the prior approval of the CISCE before incurring any expenditure.

Interested individuals may apply in confidence within 10 days superscribing **“Application for Estate Manager”** on the envelope to:

**The Chief Executive and Secretary
Council for the Indian School Certificate Examinations
Plot No. 35-36, Sector VI, Pushp Vihar, Saket
New Delhi – 110017.**