



# COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

PRAGATI HOUSE, 3RD FLOOR, 47-48, NEHRU PLACE, NEW DELHI - 110019

TELEPHONES: 29564831, 29564833, 26411706, 26413820 E-mail : council@cisce.org FAX : 91-11-29564735

*Chief Executive & Secretary*

**GERRY ARATHOON**

M.A., B.Ed.

## 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 preferably an Ex- Serviceman with the right kind of expertise, aptitude and communication skills in English on retainership basis for its office at Noida, Uttar Pradesh. 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 relevant 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 purpose 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.
- Timings for rendering service for the ESTATE MANAGER shall be from 7.30 a.m. to 7.30 p.m. on all days, except Sundays and holidays declared by the Council.

Interested individuals may apply in confidence, **quoting expected salary**, within 07 days from the date of this advertisement. The application must be sent by email to **ces@cisce.org**