

**Rajiv Gandhi National Institute of Youth Development (RGNIYD)**

(Institution of National Importance by the Act of Parliament No : 35/2012)

Ministry of Youth Affairs & Sports, Government of India

Sriperumbudur – 602 105, Tamil Nadu.

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Date : 26<sup>th</sup> April 2018

**RECRUITMENT OF CARETAKER (01 Post)**

**Advertisement No : RGNIYD/ADMIN/CT/2018/002**

Rajiv Gandhi National Institute of Youth Development, Sriperumbudur is an Institute of National Importance and it is fully funded by Ministry of Youth Affairs and Sports, Government of India. It runs six Post Graduate courses and conducts various training programmes all over India in association with other Institutions for the development of youth. It is situated on the Chennai - Bangalore Highway on the outskirts of Sriperumbudur. Around 200 students are studying in this Institute. It comprises Administrative Block, Two hostels (one for boys and the other for girls), two Guest Houses, one Library building, one youth gallery, one Academic block and five quarters.

**The Man**

1. The applicant should have retired from military service in pay band 2 (9300-plus Grade Pay of 4800 or 5400)
2. **Age** : Preferably below 55. (as on 30/04/2018). The administration reserves the right to relax the age limit in deserving cases.
3. **Qualification**: UG Degree in any discipline with working knowledge in Computer
4. **Experience**: Not less than 5 years of experience in the supervision of maintenance and upkeep of Office premises, quarters, Hostels, Guest house, etc. Applicants with lesser experience may also be considered provided his other credentials are satisfactory.
5. **Salary** : Rs.35,000/- (Consolidated) per month.
6. **Desirable qualification**: Ability to read, write and speak in Hindi

He should compulsorily stay in the Institute campus. He will be provided rent-free Single room accommodation in the Institute campus. He should work for six days in a week.

**Scope of work:-**

**He will ensure:**

- 1) The uninterrupted availability of all basic amenities to the inmates of hostels, guest houses and quarters throughout the day. As many important guests stay in the guest house in connection with training programmes their secure and comfortable stay should be ensured by the Caretaker.

- 2) That all outsourced Security Guards on duty in the Institute campus are on duty in the places assigned to them. Any unruly or inappropriate behavior of any security guard should be reported to the Administration immediately.
- 3) The uninterrupted supply of water and electricity to the residents of quarters and the inmates of hostels and guest house throughout the day and especially during early morning and late nights.
- 4) That hostel gates are closed by 10 PM daily. No student should be allowed to enter or leave the hostels after 10 PM.
- 5) That no stranger has access to the Institute campus especially after 10 PM or before 8.30 AM daily. However Institute's guests may be allowed after ensuring their identity.
- 6) That no material is taken out of the Institute without his knowledge. He is responsible for issuing gate pass for taking materials out of the Institute campus. He should maintain proper account of the gate passes issued by him.
- 7) That all properties of the Institute are safeguarded throughout the day. Any damage to the Institute's properties by staff, outsourced staff, contractor's labour or any other persons should be reported to the Administration immediately.
- 8) That the quantity of water supplied by the Contractor is correct and he should certify the quantity of water supplied by the contractor.
- 9) That no untoward incidents take place in the Institute campus due to the presence of labour of the Contractors who are executing work in the Institute campus.
- 10) That bills are issued to the guests who are staying in the guest house. No cash should be accepted by him towards room rent. The guests may be requested to pay the rent through POS machine kept in the Administrative block.
- 11) That the guests arriving during early morning or late nights are accommodated in the Institute's guest house without any delay.
- 12) That electricians, plumbers, house-keeping staff, etc. on duty during night shift are actually present to attend to any complaints from occupants of quarters, hostels, guest houses, etc.
- 13) That all telephone calls from the occupants of quarters, hostels and guest house are attended by him without fail irrespective of the time. For this purpose his mobile phone number will be prominently displayed in the hostels, guest house rooms and website of the Institute.
- 14) That for medical emergencies of occupants of hostels, quarters and guest house at any time of a day necessary arrangements are made immediately.

15) The Institute reserves the right to make additions, deletions or alterations in the scope of work if the situation warrants it. However there won't be any change in the quantum of salary for changes in the nature of duties.

**Other Conditions of Service:**

- 1) The post is purely temporary and contract in nature.
- 2) Initial period of appointment will be for a period of one year. Depending upon the performance of the candidate or the need to keep the post the contract may be extended for a further period on such terms and conditions as the administration of the Institute may decide.
- 3) The services of the candidate may be terminated by the Institute without assigning any reason therefor.
- 4) The applicant will be provided rent-free single room accommodation.
- 5) If it is found during any time that he is not staying inside the campus his services may be terminated forthwith without assigning any reason therefor.
- 6) He should be present in the Institute Campus from Monday to Saturday. He is entitled to avail one holiday on Sunday.
- 7) He is entitled to one casual leave for every completed month of service.
- 8) As he is provided free-accommodation in the Institute, his services may be required during any time of the day from Monday to Saturday.
- 9) During closed holidays of the Institute he may leave the Institute after getting permission from the Registrar.
- 10) He may quit the services of the Institute after giving one month's notice in advance.
- 11) The Institute may terminate his services after giving one month's notice in advance. However the Institute reserves the right to terminate his services immediately if his services are not satisfactory or his conduct during the discharge of his duties are not appropriate to his status.
- 12) He is not entitled to any other benefit other than the consolidated salary of Rs.35,000/- per month.
- 13) The post is purely temporary. The applicant, if appointed, is not entitled to stake his claim for permanency in the post.
- 14) Mere submission of application will not qualify the candidates for being called for interview. The Institute reserves the right to call for interview only those candidates whom, the Institute may decide, will be suitable for the post.
- 15) The Institute reserves the right to reject all or any of the applications received for the post. Mere fulfilling of the qualification, experience and other criteria prescribed for the post will not make the applicants eligible for being called interview.

**Mode of Selection:-**

- 1) Shortlisted candidates will be called for a personal interview.
- 2) Interview date and time will be intimated to the applicants through email / post.
- 3) No TA/DA will be paid for attending the interview.
- 4) Request for change in the date of interview will not be entertained.
- 5) Canvassing in any form will disqualify the candidate.

**Submission of application:-**

- 1) The applicant should fill the application through online only.
- 2) The applicant is requested not to send the hard copy of application to the institute.
- 3) The last date for submission of online application will be 10<sup>th</sup> May 2018, 11.59 PM.
- 4) The hard copy of application along with the self-attested copy of certificates should be submitted only by the shortlisted candidates at the time of interview.

Sd/-  
**Registrar**