

## **Hiring/Engagement of retired persons on contract basis as Estate Manager in Assam Administrative Staff College**

Persons retired from Central Government/State Government/PSU/Defence services or equivalent services are proposed to be engaged as Estate Manager under Assam Administrative Staff College (AASC) society, Khanapara to manage and upkeep the AASC campus along with supervising its related affairs.

The Detailed instructions are as under-

**1. Remuneration:** The Estate Manager shall be hired on contractual basis and will be paid a consolidated remuneration of Rs. 40,000- per month. No other allowance will be payable over and above the consolidated amount.

### **2. Eligibility:**

(i) The candidate should be minimum graduate and must have retired from the services of Central/State Government/PSU/Defence service or equivalent services.

(ii) He/she should not be more than 64 years of age as on 01.01.2021.

(iii) It is desirable that he/she should have experience of at least 2(two) to 5(five) years of managing an estate.

(iv) The candidate should be medically fit and once selected, he shall be able to produce a medical certificate of fitness from a Registered Medical Practitioner having at least MBBS or equivalent medical degree .

(v) The candidate should be free from vigilance angle at the time of retirement. As a proof of this, once selected, a copy of the Pension Payment Order/ Gratuity Payment Authority will have to be submitted. In addition to this, an undertaking will have to be obtained from such selected person to the effect that he/she has no criminal case pending against him at the time of hiring.

(vi) The person should have working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail. He/she should have operating knowledge of Android Mobile Apps. Knowledge of MS Office is essential for persons to be appointed as Estate Manager and an undertaking shall, therefore, be obtained from the candidate that he/she has adequate working knowledge of MS Office and Android Mobile App.

### **3. Term of hiring:**

(i) The Contract of hiring will be initially for 1( one) year.

(ii) In case, the need for hiring still persists after one year, contractual engagement will be reviewed and renewed on yearly basis on the basis of need and satisfactory work and conduct report and performance but not beyond the age of 65 years.

**4. Mode of selection:**

*Walk-in-interview*-27<sup>th</sup> January 2021 (Wednesday)

*Time*-11 am

**5. Termination of services:** The services of the contractual Estate Manager may be terminated by the Director without any notice for any lapse/irregularity committed by him/her or the work and conduct not found satisfactory or absence without prior sanction of Director or on attaining the age of 65 years.

**6.** The Estate Manager will work as per direction of Director, AASC and upon selection, a contract agreement shall be signed between both the parties.

Sd/-

Director of Training

Assam Administrative Staff College, Khanapara