



आपत्काले रक्षिष्यामि

GIC Re

भारतीय साधारण बीमा निगम

General Insurance Corporation of India
Suraksha, 170, J. Tata Road,
Churchgate, Mumbai – 400020

NOTICE FOR RECRUITMENT

**APPLICATIONS ARE INVITED FOR THE JOB OF CARETAKER-CUM-COOK ON
CONTRACT BASIS FOR ITS GUEST HOUSE AT MUMBAI**

Date of Issue : 13th November, 2017 on Corporation's
website www.gicofindia.com

Last Date of Submission : 11th December, 2017

General Insurance Corporation of India (hereinafter referred to as "GIC Re") invites applications for appointing Caretaker-cum-cook on contract basis in its' Guest House at Mumbai.

Duly completed applications may be submitted through registered post /Speed Post in the closed envelopes at the following address on or before 11th December, 2017:

**Assistant General Manager,
2nd Floor, Office Services Department,
General Insurance Corporation of India,
'Suraksha',170, J. Tata Road, Churchgate, Mumbai-400020".
Tel. No. 22 22867207**

The envelopes should be super-scribed with the words "Applications for appointing Caretaker-cum-cook on contract basis in GIC Re's Guest House at Mumbai."

No other mode of submitting application shall be allowed. Applications received after due date shall not be considered and rejected out rightly.

The interested persons are requested to fill up the particulars/information as asked in the table given at the end of the document. The format may be downloaded from our website or may be obtained from GIC Re, at the address mentioned above.

Terms and Conditions for appointment of Caretaker-cum-cook on Contract basis.

I. Eligibility:

1. Indian National
2. Male Candidate
3. Age between 28 and 35 years
4. Five years' experience in any of the Government/PSUs Guest house or Holiday Homes as a Caretaker-cum-cook / Five years' experience as an Assistant Caretaker-cum-cook in Guest House/Holiday Homes.
5. Knowledge of Hindi and English apart from Mother tongue is essential.
6. Physically fit and suffering from no disease/ailments.
7. Proficiency in preparation of Indian food/dishes (veg and non-veg both).

Selection Procedure:

The selection procedure will include interview of candidates and tasting of food cooked by Caretaker. The Interview and cooking test will be held at Mumbai with prior intimation to candidates.

II. Scope of Work:

1. To keep the Guest House premises properly swept and dusted in good shape.
2. To maintain the furniture and equipment fixtures and fittings at the Guest House properly and ensure that they are cleaned on daily basis. The loss / breakage / repair, if any, of the items due to negligence or lack of adequate care shall be made good by the Caretaker cum cook.
3. To keep a register of the Guests mentioning details like duration of the stay of guests along with the number of guests stayed and the charges received from them for their stay. A weekly statement of the guest who occupied the Guest House shall be sent to the GIC Re Office by the Caretaker cum cook.
4. To deposit rent received from the Guests on monthly basis under advice to GIC Re Mumbai Head Office in a Bank account as advised by the GIC Re Office.
5. To attend to the guests who may reside in the Guest House.
6. To arrange for the guests cold drink, tea, break-fast, lunch and dinner as per the rates fixed by the Corporation. The rate chart shall be displayed in the Guest House. The charges for the same shall be payable by the Guests directly to the Caretaker cum cook against proper receipt.
7. To ensure to change bed linen, towels, soap etc. in the Guest House as and when necessary.
8. To arrange to provide facility of washing and ironing of clothes of guests, if required, and expenses incurred thereon shall be recovered from the Guests and provided to the service provider.
9. To make available to the Guests a complaint register and to attend to the complaints recorded therein by the Guests promptly.
10. To arrange to outsource the services of one helper to work under his supervision for the discharge of the acts of this contract. It will be for the Caretaker cum cook to outsource the helper for which he will be allowed allowance on actual basis subject to maximum of Rs.10,000/- per month. Such helper will have no lien/entitlement for any regular employment in the Corporation. Before employing the helper, the Bio-Data of candidates including his PAN Card/ADHAR Card should be submitted to GIC Re's Office.
11. To ensure that the services to the Guests are available at all reasonable hours as under:

Breakfast	07.00 A.M. to 9.30 A.M.
Lunch	12.30 P.M. to 2.00 PM
Evening snacks	05.00 P.M. to 06.30 P.M.
Dinner	08.30 P.M. to 10.00 P.M.

12. To maintain and provide all necessary documentation, receipts, registers and records in connection with the performance of services. To also keep handy any other related documents including documents required for complying with any statutory requirements and provisions of applicable laws.
13. To report to the authorized official(s) of GIC Re Office any discrepancy or any untoward incident or occurrences.

III. Other terms

- a. The Caretaker cum cook shall be bound to perform the jobs incidental to the contract assigned by the authorized official(s) of GIC Re even though the same are not specifically mentioned in the Contract.
- b. GIC Re shall not be responsible for any accident, death or injury to caretaker cum cook or his helper arising during the course of their duty nor shall be responsible or be liable to pay damage or compensation to them.
- c. In case of any dispute or any difference at any time between the parties in respect of this agreement, the same shall be resolved by mutual discussions in presence of GM – OSD who will be the arbitrator. In case dispute is not resolved then in accordance with and subject to the provisions of Indian Arbitration Act and Reconciliation Act, 1996.
- d. **The Caretaker cum cook or helper shall not have any Lien/entitlement for any regular employment in the Corporation.**

The Caretaker-cum-cook and Helper shall not :

- a. Behave or talk in an objectionable or indecent manner with the Guests or any officials of the Corporation.
- b. Smoke or consume alcoholic drinks or other intoxicants at any time during day or night within the premises of the Guest House or be in an intoxicable condition while attending to duties of the Guest House.
- c. Ask for or demand any money other than actual charges from the Guest(s).
- d. Entertain guests of his own in the Guest House or allow use of premises by anyone except as may be authorised by the officials of GIC Re, entrusted with authority to allot accommodation in the Guest House.
- e. Use any of the facilities provided to the Guests in the Guest House for himself.
- f. Be involved in illegal activities or financial fraud or criminal cases.

Outsourcing Package :

1. The remuneration of Caretaker-cum-cook shall be pegged at Rs.18,000 per month .
2. The remuneration of Helper shall be pegged at Rs.10,000/- per month.

The selected Candidate should execute an agreement on stamp paper of Rs.100/- with GIC Re stipulating all the terms and conditions contained herein for the contract.

The contract will be for a period of 12 months starting from the date of issuance of Work Order. However, in order to evaluate performance and services, contract will be on trial basis for the trial time of 3 months. Only after the services are found satisfactory during the probationary period, the contract will be confirmed for a further period of 9 months under the same terms and conditions. The period of contract may be extended for a further period with mutual consent and subject to satisfactory performance.

GIC Re, reserves the right to terminate the contract by giving written notice of one month without assigning any reasons thereof.

The Caretaker-cum-cook may terminate the Contract by giving three (3) months' prior written notice in case he decides to discontinue the services.

The following particulars/information needs to be compulsorily given by the applicants:

<u>Sr.No.</u>	Particulars	to be filled in by Candidate
1.	Name of the Candidate	
2.	Date of Birth (Proof to be enclosed)	
3.	Address (Proof to be enclosed)	
4.	Education (Proof to be enclosed)	
5.	Languages known	
6.	Work Experience (proof to be enclosed)	
7.	PAN No. (Copy to be enclosed).	
8.	ADHAR Card No. (Copy to be enclosed).	
9.	Reference and/or Character Certificate from minimum Two Previous Employers or Two Gazetted Officers	
10.	Two Recent Passport size photographs	