

HARYANA RAJ BHAVAN

WALK-IN-INTERVIEW

The details regarding filling up the one post of **Comptroller Governor’s Household** in Haryana Raj Bhavan on contract basis as advertised in Dainik Bhaskar & The Tribune (in Chandigarh and Haryana editions) on dated 22.05.2015:-

Name of the post	Cate-gory	Monthly remuneration	Description of duties
“Comptroller Governor’s Household” (Class-I)	(Gen.)	(i) He/ She will be paid last pay drawn minus pension or fixed salary of Rs.40,000/- per month whichever is less; (ii) He/ She will be provided rent free accommodation from Haryana Raj Bhavan Pool, as per availability or HRA of Rs.15000/- per month;	(i) Holding of functions/ Lunch/ Dinner/ Parties in Raj Bhavan; (ii) Running of the Private Kitchen and official kitchen of the Governor’s House; (iii) Making all purchases relating to the House; (iv) Looking after the maintenance and cleanliness of the estate, buildings, lawns, furnitures, crockery, carpets etc.; (v) Supervising all the Household staff working under him/her; (vi) Maintaining the running of essential services like water, electricity and air-conditioning; (vii) Allocating duties supervising and taking work from the Household Staff and organize training for such staff; (viii) Making all purchases required in the Raj Bhavan and official residence of the Governor and Guest House/ Guest Rooms of the Raj Bhavan and keep proper record of such purchases; (ix) Maintaining list of official guests of the Governor and will obtain approval of Governor for declaring persons official guests and look after such guests; (x) Will maintain record of guests staying in Guest House and obtain orders of Governor for such guest; (xi) Personally move around the rooms and other areas in his charge every day so as to see for himself that all the work that he is responsible for is in fact being done properly; (xii) Informing Secretary to Governor about any irregularities or strange occurrences or damage to Government property; (xiii) Keeping liaison with the Union Territory Authorities for the services and get the things set right; (xiv) Performing such other duties as assigned from time to time by the Secretary to Governor, Haryana; Note: In the performance of the above duties he will be assisted by Care Taker, Store Keeper and House Keeper.

AGE : Less than 65 years.

No TA/DA shall be paid for attending the said interview.



Secretary to Governor,
Haryana Raj Bhavan, Chandigarh