

Mayo College Girls' School

JOB TITLE: ESTATE OFFICER

JOB LOCATION: Mayo College Girls School, AJMER

JOB SUMMARY: To execute and supervise day to day functioning of all task assigned to Estate office in a residential girls school.

JOB RESPONSIBILITIES

Human Resource Management:

1. To maintain muster roll pertaining to daily wages staff.
2. To maintain overtime record of daily wages staff and prepare their monthly wages.
3. To maintain leave record of all employees.
4. To maintain service book & personal files of all admin employees.
5. To maintain and update online database of all admin employees & outsource employees.

Documentation & Record Maintenance:

1. To maintain order book for various orders issued.
2. To draft disciplinary orders and maintain its record in service book.
3. To maintain record for allotment of accommodation and maintenance of property/inventory.
4. To draft Admin Orders on behalf of the School as per senior authorities' instruction.
5. Issues disciplinary orders of class IV employees.
6. Leave without pay orders.
7. To collect application for loans and draft orders for the same.
8. To maintain record and correspondence with various government departments.
9. To maintain the land and property records.
10. To maintain records of AMC and update the concern department before due date(tracker)
11. Documentation and compliance of all kind of legal proceedings.
12. To issues employee identity cards and pass.

Liasioning

1. To liaison police verification process for all IV employees.
2. Follow up the legal cases of Mayo College Girls' School with concerned legal authorities.
3. Coordinating arrangements for various functions organized by the school.

General:

1. Supervise maintenance of gardens, lawns & horticulture in the campus.
2. Supervise maintenance cleanliness of the college campus & boarding houses.
3. Any other task as assigned by the Bursar

Qualifications: A post graduate in any discipline.

Age Limit: 40 – 50 years

Experience: Preference shall be given to a male candidate having experience in HR and administration (minimum 10 years). Person should have knowledge about housekeeping and all government compliances.

Benefits:

- Contractual Appointment for 02 years on Consolidated Pay (Renewable)
- Starting Salary Rs. 50,000/p.m.
- Semi Furnished accommodation within the highly secured campus or 10% HRA in lieu
- PF@12% on consolidate pay
- Gratuity as per rules
- Mediclaim coverage including family up to 3 lac p.a.
- Medical reimbursement as per rules
- Leave Encashment facility in a block of 2 years
- Entitlement of Medical Leave, Casual Leave, as per school rules
- Best Opportunities for Career Growth
- Extremely Conducive work environment
- Recreational Facility viz sports activities, entertainment club
- Club Facility for organizing personal functions at subsidized rates
- Meals for self& spouse in school mess
- Highly subsidized education for two children at MCGC institutions.

HR (MCGC)

