

THE TIMES OF INDIA, JAIPUR
SATURDAY, AUGUST 22, 2026

WE ARE HIRING

**The Civil Services Officers Institute
(CSOI), Rajasthan**
(<https://csoi.rajasthan.gov.in/>) is a
premier institution established in
Jaipur. PDCOR Ltd is hiring the
following on contractual basis to
depute at CSOI Rajasthan:

General Manager: 01;
Accountant: 01; Office Assistant: 01

Eligibility & other details can be
downloaded from **www.pdcor.com**

Apply in prescribed format at
info@pdcor.com by
September 06, 2026

Job Description with Terms & Conditions

1. GENERAL MANAGER (Full-time basis)

No. of Positions	One (01)
Age Limit	45 to 60 Years
Educational Qualification	A. Former Retired Officers of Indian Armed Forces including Naval & Air Force Officers (in the Rank of Colonel or equivalent) & Retired Officers who have served as General Manager & above in Corporations Essential: Bachelor's Degree in any discipline from a recognized University/ Institution Desirable: - Degree in Law & Diploma in Personnel management from a recognized University/ Institution - Master's Degree/ Diploma in Hospitality management/ Hotel administration from a recognized University/ Institution B. For Private Sector Applicants Essential: - Bachelor's Degree in any discipline from a recognized University/ Institution and - Master's Degree/Diploma in Hospitality management/ Hotel administration from a recognized University/ Institution Desirable: Degree in Law & Diploma in Personnel management from a recognized University/ Institution
Experience	10 years' experience in Personnel Management or General Administration or Hospitality sector and Hotel/ Club/ Mess administration in Government/ PSU's/ Autonomous Organizations/in any other reputed Institution.
Power to relax	The Selection Committee of CSOI, Rajasthan, may relax prescribed criteria relating to age, education and experience in deserving cases at its sole discretion.
Tenure of Engagement	Hiring will be on contractual basis initially for a period of 3 years, which may be extended further on year-to-year basis for maximum of two years.
Probation Period	6 Months
Notice Period	1 Month after the Probation Period ends
Consolidated Remuneration	Rs.1,25,000 per month (all inclusive)
Desired Skills & Key Competencies	
Stakeholder Relations	- Maintain effective relationships with members and distinguished guests through excellent communication, interpersonal skills and professional handling of sensitive situations while upholding the reputation of the Institution. - Address members' grievances, queries and feedback in a timely manner, engage regularly with members to identify areas for improvement, and implement measures to enhance overall member satisfaction and service quality.

Secretary
Executive Committee
CSOI, Rajasthan

Operations Management	• Oversee the day-to-day operations of all CSOI facilities, including restaurants, bar, banquet halls, guest rooms, gymnasium, salon, sports and recreational facilities, ensuring seamless operations, service excellence and uninterrupted functionality. • Monitor all operational support services, including Food & Beverage, Housekeeping, Security, Salon and Event Management, ensuring high standards of service delivery, operational efficiency and compliance with institutional quality standards. • Administer contracts and performance of all service providers and vendors, including timely renewal of contracts, processing of vendor payments and regular performance reviews to ensure efficient service delivery across both campuses. • Plan, organize and oversee institutional meetings, including the AGM, Executive Committee, and Sub-Committee meetings, ensuring timely circulation of meeting notice with agenda, Minutes of Meetings (MOM) and follow-up on action points. Manage official correspondence and institutional communications with members and stakeholders. • Perform all operational duties in accordance with the Articles of Association, Bye-laws, policies and directions of the Governing Council, Executive Committee, while reporting to the Authority and undertaking any additional responsibilities assigned by the Competent Authority.
Statutory & Legal Compliance	• Ensure compliance with all applicable laws, statutory requirements and contractual obligations, including labor laws, minimum wages, PF & ESI, environmental regulations, GST & Income Tax while coordinating with local authorities for timely procurement and renewal of licenses, approvals and permissions. • Handle all the legal matters & court cases, including coordination with legal counsel, monitoring statutory compliance, and follow-up on court cases and other regulatory proceedings to safeguard the Institution's interests. • Appellate authority for RTI.
Financial Administration	• Demonstrated track record in driving revenue growth, managing large-scale budgets, and maximising institutional financial sustainability. • Ensure oversight of daily revenue reconciliation and DCCR verification. • Timely closure of monthly accounts, coordination of statutory and annual audits, follow-up on tax refunds and other financial compliance requirements.
Human Resource Management	• Proven ability to build, mentor, and retain high-performing teams; strong background in HR management encompassing statutory compliance, staff protocols, and service-related grievance resolution.
Technology & Systems	• Working knowledge of Club Management Software (CMS), Digitised Member Services etc. Basic knowledge of AI Tools & Data Analysis. • Should have good communications and interpersonal skills, Proficiency of computer applications like MS Office.

The competent Authority will have the power to modify the mentioned provision, terms and conditions, including consolidated remuneration from time to time.

Other terms of reference, roles and responsibilities will be communicated at the time of hiring.

Secretary
Executive Committee
CSOI, Rajasthan

2. ACCOUNTANT (Full-time basis)

No. of Positions	One (01)
Age Limit	30 to 45 Years
Educational Qualification	Bachelor's Degree(B.Com)/ Master's Degree (M.Com) from a recognised University/ Institution with minimum 55% marks (or 6 CGPA on a scale of 10)
Experience	Minimum 5 years of accounting experience in accounting, finance & statutory compliance in a reputed club, institute, hotel, or large-scale hospitality billing & payroll environment.
Tenure of Engagement	Hiring will be on contractual basis initially for a period of 3 years, which may be extended further on year-to-year basis for maximum of two years.
Probation Period	6 Months
Notice Period	1 Month after the Probation Period ends
Consolidated Remuneration	Rs. 40,000 per month (all inclusive)
Desired Skills & Key Competencies	
Accounting Software	- Fully conversant with or have working experience on software-based accounting systems and Tally Prime/ ERP. - Ability to maintain accurate, audit-ready financial records and daily ledgers with a zero-error standard.
Statutory Compliance	Thorough knowledge of GST filing, TDS deductions, IT Returns, VAT, GST & Income Tax Refunds Compliance of Rajasthan Cooperative Societies Registration Act, etc. and payroll management (EPF/ESI), ensuring full adherence to applicable financial regulations, taxation law, legal, regulatory & audit requirements.
Financial Control	Expertise in monitoring vendor payments, managing inventory/stock reconciliation, and overseeing billing processes to enforce strict cost control and fiscal transparency.
Technology & Systems	Proficiency in MS Office, Basic knowledge of AI tools.

The competent Authority will have the power to modify the mentioned provision, terms and conditions, including consolidated remuneration from time to time.

Other terms of reference, roles and responsibilities will be communicated at the time of hiring.

Secretary
Recruitment Committee
SOF, Rajasthan

3. OFFICE ASSISTANT (Full-time basis)

No. of Positions	One (01)
Age Limit	25 to 35 Years
Educational Qualification	Bachelor Degree in any discipline (B.A. / B.Com / B.Sc.) from a recognised university with minimum 55% marks (6 CGPA on a scale of 10)
Experience	Minimum 3 years of experience in managing high-volume correspondence or front-desk operations in an office environment such as an educational institute, government office, corporate, hospitality establishment or similar institution.
Tenure of Engagement	Hiring will be on contractual basis initially for a period of 3 years, which may be extended further on year-to-year basis for maximum of two years.
Probation Period	6 Months
Notice Period:	1 Month after the Probation Period ends
Consolidated Remuneration	Rs. 30,000 per month (all inclusive)
Desired Skills & Key Competencies	
Typing & Drafting	• High-speed and accurate typing in both English and Hindi; ability to independently draft formal letters, official notices/Note sheets, and emails free of grammatical errors, high-volume correspondence
Office Works	• Knowledge of front office administration with strong interpersonal & communication skills • Ability to handle multiple tasks, calls and appointment scheduling
Technology & Systems	• Working knowledge of Club Management Software (CMS) • Professional email handling and practical familiarity with office equipment, including scanners, printers, and photocopiers. • Proficiency in MS Office, Basic knowledge of AI tools.

The competent Authority will have the power to modify the mentioned provision, terms and conditions, including consolidated remuneration from time to time.

Other terms of reference, roles and responsibilities will be communicated at the time of hiring.

Secretary
Executive Committee
CSOI, Rajasthan