

No. A-36011/06/2026-Admin/25623

29 October, 2026

ADVERTISEMENT NOTICE

Engagement of Park Superintendent on Contract Basis for One Year in the Rashtrapati Niketan, Dehradun

The Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi, on behalf of the President of India, invites applications for engagement of **01 Park Superintendent** in **Rashtrapati Niketan, Dehradun**, purely on contractual basis, as per the terms and conditions mentioned in Para 2 below. The application should reach the Office of the Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi, on or before **09th November, 2026 upto 05:00 PM**. The application form may also be downloaded from the Rashtrapati Bhavan website. <http://rashtrapatibhavan.gov.in/vacancy-circulars>.

2. The terms and conditions for above mentioned engagements shall be as under: -

(A) Period of Engagement

The Park Superintendent will be engaged initially for a period of **01 year** from the date of joining. The contract may be extended further for a further period of one year based on the performance and progress of activities on the terms and conditions mutually agreed upon. The said engagement shall also not vest any right whatsoever to claim regular appointment in the President's Secretariat or continued engagement.

(B) Job Responsibilities & Duties:

S. No.	Post	Job Responsibilities & Duties
1.	Park Superintendent	<ul style="list-style-type: none">• Day-to-day operational management and coordination of Rashtrapati Udyan.• Planning and monitoring of visitor management and visitor facilities.• Coordination with office of Rashtrapati Niketan and reporting to Manager, Niketan• Supervision and coordination of Manpower deployed at the Udyan and monitoring of their duties.• Coordination and monitoring of outsourced agencies/service providers engaged for various operational and facility-related activities.• Monitoring of cleanliness, upkeep, facilities and overall service standards of the Udyan.• Operational plans, schedules and submission of reports from time to time• Coordination for special events, programmes, visits and other activities organised in Udyan.• Identification of operational gaps and suggesting measures for improving efficiency, visitor experience and resource utilisation.• Any other work assigned by the competent authority from time to time.

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(C) **Position/ No. of Position/ Eligibility Conditions.**

S. No.	Post	Educational Qualification(s)/ Experience(s) & skills
1.	01 Park Superintendent	<p><u>Essential Qualification:</u></p> <p>Bachelor's degree in any discipline from a recognised university.</p> <p><u>Desired Qualification:</u></p> <p>i. MBA from a recognized university. ii. Working knowledge of computer skills including proficiency in MS Office, data management and internet applications.</p> <p><u>Work Experience:</u></p> <p>At least 3 years of post-qualification professional experience in operations, management, administration, visitor management, hospitality, tourism, event management or any related field.</p>

(D) **Age Limit**

Candidates upto the age of 45 years as on 30.09.2026 shall be eligible to apply for the above post.

(E) **Duty Place and Timing**

The duties assigned to the position are such that he/she shall be called upon to come to/ stay in office before/ beyond normal working hours and on Saturdays/ Sundays/ Holidays, whenever required in the exigencies of work. No additional remuneration shall be admissible for such additional duty/work.

(F) **Remuneration**

The remuneration for the above 05 posts shall be as follows:

S. No.	Post	No. of Post	Monthly Remuneration
1.	Park Superintendent	01	₹45,000/-

- (i) The President's Secretariat shall pay a fixed remuneration as mentioned above on monthly basis. For any fraction of a month, the remuneration will be paid on pro rata basis (number of days, taking 30 days in a month).
- (ii) No other allowances shall be admissible to the above Park Superintendent. The remuneration shall be paid by direct bank transfer. Further, no medical facility shall be extended.
- (iii) The aforesaid remuneration shall be payable only for the period during which he/she actually render service under the Contract Agreement and actually perform his/her duties commencing from the aforesaid date and ceasing on the date of his/her quitting service or on the date of his/her discharge from or on the expiration of his/her terms of service under the Contract Agreement or on the day of his/her death, if he/she die whilst in service.
- (iv) If in the opinion of the President's Secretariat, it is necessary to carry out work outside the Terms of Reference for some purpose in addition to the services, the above Park Superintendent shall carry out such additional work with the prior authorization of the President's Secretariat. No additional fee for such additional work shall be paid.

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(G) Leave

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond tenure of the contract will not be allowed. Leave cannot be claimed as a matter of right. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case, he/she remains absent from duty beyond entitled leave, a proportionate deduction from the remuneration, as applicable, will be made.

(H) Criteria

The Park Superintendent shall be engaged for discharging the duties and responsibilities mentioned under the heading "Job Responsibility and Duties" against each of the positions in para 3 below, in Rashtrapati Niketan, Dehradun. He/she shall not be appointed for the regular work of the Secretariat. Accordingly, the person shall not be treated as an employee borne on the regular cadre of the President's Secretariat for any purpose. He/she shall be engaged on full-time contractual basis and will not be allowed to take up any other assignment during the period of his/her engagement with President's Secretariat.

(I) Health Cover

The Park Superintendent shall be eligible for availing medical facilities from President's Estate Clinic.

(J) TA/DA, Transport and Telephone

The Park Superintendent shall not be entitled to TA/DA, Transport and Telephone facilities during the engagement.

(K) Residential Accommodation

No residential accommodation shall be provided from the President's Estate Pool of Accommodation.

(L) Termination of Engagement/Resignation

(i)	By either side, after giving one month notice. However, either side shall terminate the contract on payment of an amount equal to one month remuneration forthwith.
(ii)	If any declaration/ information furnished in the bio-data is found to be false or if it is detected that some material/ facts has been suppressed wilfully, his/ her engagement will be terminated at any point of time without notice and without any compensation thereof.

Prior to acceptance of resignation, the Park Superintendent shall hand over all office property in his/ her possession to the Manager (Rashtrapati Niketan, Dehradun) and obtain a 'No Demand Certificate' from Rashtrapati Niketan, Dehradun. Further, no claim of pensionary benefit on account of this contractual engagement shall be admissible.

(M) Marital Status

The Park Superintendent will have to submit declaration in the prescribed form about his/ her marital status and if the candidate has more than one wives/ husbands living, the engagement will be terminated except for his/ her being exempted from the requirement of the rules/laws in this behalf.

(N) **Oath of Allegiance**

The Park Superintendent will have to take an oath of allegiance/ faithfulness to the Constitution of India or make solemn affirmation to this effect in the prescribed form.

(O) **Residuary**

The decision of Secretary to the President shall be final in respect of all matter not specifically provided for.

(P) **Confidentiality**

The Park Superintendent shall maintain absolute integrity and confidentiality at all time.

(Q) **Proposal Evaluation**

(i)	The President's Secretariat shall constitute a Selection Committee which will carry out the entire selection process.
(ii)	All eligibility conditions will be reckoned as on the last date of the application.
(iii)	From the time the applications are opened to the time the selection is finalized, the applicant should not contact the President's Secretariat on any matter related to his/ her application. Any effort by the applicant to influence the President's Secretariat in the examination, evaluation, ranking of Proposals and recommendation for award of Contract may result in the rejection of the application.

(R) **Taxes and Duties**

The Park Superintendent shall be liable to pay taxes under the applicable laws of India.

(S) **Conflict of Interest**

The President's Secretariat requires that the Park Superintendent provides professional, objective and impartial advice and at all times hold the interests of the President's Secretariat paramount, strictly avoid conflicts with other Assignment/jobs or his/her own corporate interests and act without any consideration for future work. The Park Superintendent have an obligation to disclose any situation of actual or potential conflict that impacts his/her capacity to serve the best interest of the President's Secretariat, or that may reasonably be perceived as having this effect. If the Park Superintendent fails to disclose said situations and if the President's Secretariat comes to know about any such situation at any time, it may lead to the disqualification/disengagement of the Park Superintendent during selection process or the termination of his/her Contract after execution of contract.

(T) **Fraud and Corruption**

The President's Secretariat may declare the Park Superintendent disqualified either indefinitely or for a stated period of time, for being considered for engagement in President's Secretariat, if at any time, it is determined that the Park Superintendent directly or through an agent, has engaged in corrupt, fraudulent, collusive or coercive practices.

(U) **Liquidated Damages**

If President's Secretariat suffers losses/damages due to negligence of any of the Park Superintendent, he/she shall be liable to pay the damages to be decided by the President's Secretariat.

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(V) **Arbitration**

In the case of dispute arising upon or in relation to or in connection with the contract between the President's Secretariat and the Park Superintendent, which has not been settled amicably, such dispute regarding any matter under contract will be decided by the Secretary to the President, who may appoint an arbitrator for the settlement of the dispute/ controversy. The jurisdiction of the court of law will be within Delhi. The language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

Eligible candidates will have to appear for Personal Interview before Selection Committee. The applicant, once selected, shall not be allowed to withdraw his/ her candidature subsequently. He/ She shall be required to join within the time stipulated by the President's Secretariat.

4. **How to Apply:**

(a) The application is to be submitted in the prescribed format as given in Annexure-A. Applications, not in the prescribed format, are liable to be rejected. Applications complete in all respect may be sent to email id: **soadmn@rb.nic.in / Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi – 110004** within a period of **10 days** of advertisement i.e. **09th November, 2026 upto 05:00 PM.**

(b) Applications should be typewritten in A4 sheet. The applicants are advised to scan the application form along with the supporting documents and send the same to email id: **soadmn@rb.nic.in** before last date of submission. The name of the professional position should be clearly mentioned in the subject line of the email, which may read as **"Application for Engagement of Park Superintendent on Contract Basis for a period of 01 year in the Rashtrapati Niketan, Dehradun."**

(c) Self attested copies of documents/ certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with application. On being selected for engagement, selected professionals shall bring original certificates/ documents for verification at the time of joining.

(d) The name of the candidate(s) and his/her parents in the curriculum vitae submitted by his/her should be exactly the same as reflected in the certificates/ documents attached with the application.

(e) The experience certificate should clearly depict that the applicant possesses the required experience in the prescribed field.

(f) It is the responsibility of the candidates to ensure that he/she fulfil the eligibility conditions in terms of (i) educational qualifications (ii) experience etc.

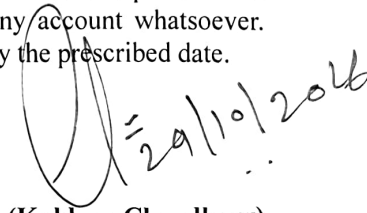
(g) Shortlisted applicants will be intimated through mail/e-mail/telephonic message for interview/ written test.

(h) No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.

5. **Candidates already in a job should come with a "No objection Certificate" from the employer, without which the candidate will not be allowed to appear for the interview.**

6. President's Secretariat reserves the right to cancel the process of engagement of this post or alter the number of positions required at any stage without any notice and without assigning any reason(s) thereof.

7. Applicants should clearly note that President's Secretariat shall in no case be responsible for non-receipt of his/her applications or any delay in receipt thereof on any account whatsoever. He/She should, therefore, ensure the receipt of his/her online application by the prescribed date.


(Kuldeep Chaudhary)
Under Secretary (Admin)

PROFORMA FOR APPLICATION FORM

(Applicants must read the Advertisement Notice before filling up the application form)

Recent passport size self-attested photograph

Professional Position applied for: _____

1. **Name:** _____
2. **Father's/Husband's Name:** _____
3. **Date of Birth:** _____ **Age:** _____ **Yrs. Sex :** _____
4. **Nationality :** _____

5. **Residential Address:**

Temporary: _____
District: _____ State: _____ Pin: _____

Permanent: _____
District: _____ State: _____ Pin: _____

6. **Telephone No:** _____ **Mobile No:** _____
(with STD)

7. **E-mail ID:** _____

8. **Educational Qualifications** (Matriculation onwards):

Sl. No.	Description of Qualifications	Year of Passing	Board/ University	% of marks/ CGPA

9. **Professional Experience:**

Sl. No.	Description of Experience	Organization	Duration	
			From	To

10. Any other information:

11. The last date of submission of application: 09th November, 2026 upto 05:00 PM.

DECLARATION

I declare that I fulfil the eligibility conditions as prescribed for the position applied for by me and that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I, understand that in the event of any information being found false or incorrect at any stage, my candidature/ engagement is liable to be cancelled/ terminated.

Place: _____

(Applicant's Signature)

Dated: _____