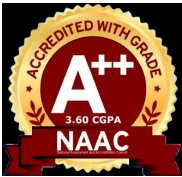




CENTRAL SANSKRIT UNIVERSITY,
(Established by an Act of Parliament)
Jaipur Campus
Triveni Nagar, Gopalpura Bypass, Jaipur (Rajasthan) - 302018



F.No. CSUJ/Adv.02/2023-24/

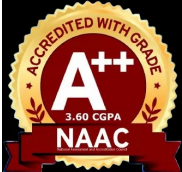
Dated: 13.03.2024

WALK-IN-INTERVIEW

Sl. No.	Name of Post	Essential Qualification	Consolidated Remuneration	Walk-in-Interview Date & Time of Interview
1.	Estate Officer (Contractual)	Bachelor's Degree in Civil/Electrical Engineering with a minimum of 5 Years' Experience in Construction and maintenance of Building, Transport and Estate Management. (Retired Civil Engineering from Central Govt./State Govt./ Autonomous bodies will also be considered)	Rs. 50000/- per month fixed. Age Limit – 35 Years	18.03.2024 at 02:00 PM
For More Detail Please visit https://www.csu-jaipur.edu.in/				



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TERMS AND CONDITIONS FOR ENGAGEMENT OF ESTATE OFFICER ON CONTRACTUAL BASIS

Eligible candidates are invited for walk in interview for engaging Estate Officer on contract basis in Central Sanskrit University, Jaipur Campus. Details about the proposed contractual engagement are as following: -

Sl. No .	Contractual positions, No. of positions, Age limit, Remuneration and period of engagement	Qualifications & Experience for engagement	Nature of duties and Responsibilities
1.	<p>Estate officer – 01 position</p> <p>Age limit: 35 years</p> <p><u>Remuneration:</u> Rs. 50,000/- Per Month fixed.</p> <p>Period of engagement for 11 months initially subject to continuation as per requirement.</p>	<p>Essential:-</p> <p>A Second class Bachelor' s degree in Civil/Electrical Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transport and Estate Management.</p> <p>(Retired Civil/Electrical Engineers from Central Govt/State Govt./ Autonomous bodies will also be considered)</p> <p><u>Note:</u> Preference will be given for experience in Govt. recognized educational institutions/organizations or any other Govt./PSU/NGO/Pvt. Education sector in handling Estate management related services.</p>	<ul style="list-style-type: none">• Organizing and checking repairs and maintenance of the civil, electrical, plum bing needs of the own or hired existing buildings of CSU (Main building, Hostels, residences and other campus buildings) and give overall operating direction to the team with regards to quality, timelines etc. for repairs & maintenance.• Planning of Maintenance schedule of Supply Chain Management.• Maintenance and upkeep of STP, Power Station, Solar energy plant, DG sets, Power backups, Rain Water harvesting, ACs, Water Coolers, Desert Coolers, overhead water tanks etc.• Monitoring and maintaining uninterrupted general water supply, clean potable Water supply, Water quality Management in the campus.• Making sure properties and man power are being used for their intended purpose.• To coordinate indenting of Vendors, execution of agreements and monitoring of their working and performance in accordance with terms and conditions of the agreement for the following outsourced support services in the campus in coordination with concerned department and officers.<ul style="list-style-type: none">□ Gardening and horticulture□ House Keeping□ Security Services• Co-ordinate and arrange for obtaining approvals of appropriate authorities for proper coordination.• The Estates Officer will oversee the systems that keep CSU estate running. This includes the annual budget, the sched u les for all employees under Project management of payrolls of contractual labours under project.• Responsible for Roads, street lights, drainage management.• Guest house management and hospitality.• Planning of active measures for safety and hospitality.• Obtaining Fire safety and complying with conditions of fire safety.• Planning and active measures for safety and protection of campus from Monkeys, dogs, reptiles, honey bees and other harmful animals.• Ensuring safety measure of the workers in the campus• Power safety measures for all planned events.• Ensuring proper steps for energy optimization• Checking the potential of property for both short and long term use.• Keeping up-to-date with land management, building control and environmental issues.• The role will require strong interpersonal skills and to confidently operate in the professional manner at a senior level within the institution.

1. Interested candidates may appear for 'Walk-in-Interview' with their "Curriculum Vitae" in duplicate alongwith true copies of requisite certificates of qualification and experience and also keep original certificates for verification.
2. **Walk in Interview will be conducted on 18.03.2024 at 02:00 PM Candidates are advised to appear for the Walk-in-Interview one hour before the scheduled time.**
3. No other compensation/perks apart from consolidated remuneration will be admissible, even if the engaged person attends office on holidays and work is beyond normal office hours.
4. Central Sanskrit University reserves the right to accept or reject the candidature or all/any responses without assigning any reasons whatsoever.
5. The engagement is purely contractual. The selected person will have no claim for regularization on the basis on this engagement.
6. The University/Campus reserves the right to terminate the engagement any time before the stipulated time, without assigning any reason.
7. The University/Campus reserves the right whether to make engagement of Estate Officer as per advertisement or not.
8. If there exists any controversy in selection process for any dissatisfaction of the candidate therefor, the decision of Hon'ble Vice Chancellor, CSU shall be final.
9. Engagement of the selected Estate Officer shall automatically expire at the end of the prescribed engagement period, if not extended by the Competent Authority.

Director