

OFFICE OF THE DIRECTOR
CENTRAL SANSKRIT UNIVERSITY
SHREE SADASHIVA CAMPUS, PURI (ODISHA)

WALK-IN-INTERVIEW

Notice No. 412.....

Date : 17/10/2023.....

Eligible candidates are invited for walk in interview for following contractual position in Central Sanskrit University, Shree Sadashiva Campus, Puri.

Sl. No.	Name of Contractual Position	Period of engagement	Consolidated Remuneration	Walk-in-interview Date & Time of Interview
1	Estates Officer	11 Months	Rs. 50000/- per month	30.10.2023 At 11.00 A.M.

Detailed advertisement containing requisite qualifications, other eligibility criteria, experience required, nature of duties, etc. in respect of above contractual position is available in campus website : www.csu-puri.edu.in.


(Prof. Atul Kumar Nanda)
DIRECTOR
CENTRAL SANSKRIT UNIVERSITY
SHREE SADASHIVA CAMPUS, PURI (ODISHA)

**TERMS AND CONDITIONS FOR ENGAGEMENT OF ESTATE OFFICER ON
CONTRACTUAL BASIS**

Name of Position	Qualification and Experience
<p data-bbox="316 421 475 450">Estates Officer</p> <p data-bbox="316 499 627 551">Remuneration: Rs. 50,000/- per month fixed.</p> <p data-bbox="316 562 547 591">Age Limit:- 35 years.</p>	<p data-bbox="659 421 770 450">Essential:-</p> <p data-bbox="659 461 1340 577">A Second class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transport and Estate Management.</p> <p data-bbox="659 607 1340 667">(Retired Civil Engineers from Central Govt./State Govt./Autonomous bodies will also be considered)</p> <p data-bbox="643 685 711 714">Note:-</p> <p data-bbox="651 723 967 752">Duties and Responsibilities-</p> <ul style="list-style-type: none"> <li data-bbox="691 768 1340 949">• Organizing and checking repairs and maintenance of the civil, electrical, plumbing 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. <li data-bbox="691 965 1340 1025">• Planning of Maintenance schedule of Supply Chain Management. <li data-bbox="691 1041 1340 1158">• 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. <li data-bbox="691 1173 1340 1265">• Monitoring and maintaining uninterrupted general water supply, clean potable Water supply, Water quality Management in the campus. <li data-bbox="691 1281 1340 1341">• Making sure properties and man power are being used for their intended purpose. <li data-bbox="691 1357 1340 1538">• 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"> <li data-bbox="770 1554 1102 1583">➤ Gardening and horticulture <li data-bbox="770 1599 975 1628">➤ House Keeping <li data-bbox="770 1644 987 1673">➤ Security Services

	<ul style="list-style-type: none">• 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 schedules 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.
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