

TERMS AND CONDITIONS FOR ENGAGEMENT OF ESTATE OFFICER ON CONTRACTUAL BASIS

Name of Position	Qualification and Experience
<p>Estates Officer</p> <p>Remuneration: Rs. 50,000/- per month fixed.</p> <p>Age Limit:- 35 years.</p>	<p><u>Essential:-</u></p> <p>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>(Retired Civil Engineers from Central Govt./State Govt./Autonomous bodies will also be considered)</p> <p><u>Note:-</u></p> <p>Duties and Responsibilities-</p> <ul style="list-style-type: none"> • 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. • 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 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.